

ORDINANCE No. 118499

1996 Fourth Quarter Classification Ordinance FOLDER 1 of 3

INDEXED
Law Department

COUNCIL BILL No. 111633

The City

AN ORDINANCE establishing titles, retitling, reclassifying, and setting compensation for certain employee positions in various City departments; establishing new titles and salaries in various City departments; creating new salaries for existing position titles; creating new positions with existing position titles in various City departments; correcting titles in various City departments resulting from classification reconsiderations subsequent to the adoption of the 1997 Budget; correcting and adding titles in various City departments resulting from inadvertent errors and omissions in the printed 1997 Budget; retitling, reclassifying and fixing compensation for certain positions in various City departments pursuant to the Classification Project and provisions of Ordinance #115359 and Resolution #27544; correcting reclassifications as shown on Ordinances #118090, #118219 and #118269; correcting a salaries as shown on Ordinances #118090 and #118219; correcting titles as shown on Ordinance #118219; correcting the 1995 position listing in the Department of Parks and Recreation which includes restoring and abrogating positions; amending certain paragraphs in Section 1 of the Exemptions Ordinance #118394; and providing payment therefor.

OK

Honorable President:
Your Committee on _____
to which was referred the within Co
report that we have considered the

Referred: FEB 18 1997	To: Personnel, Organization & Performance Commission
Referred:	To:
Referred:	To:
Reported: FEB 24 1997	Second Reading: FEB 24 1997
Third Reading: FEB 24 1997	Signed: FEB 24 1997
Presented to Mayor: FEB 24 1997	Approved: FEB 24 1997
Returned to City Clerk: FEB 27 1997	Published: Title 15 pp.
Vetoed by Mayor:	Veto Published:
Passed over Veto:	Veto Sustained:

Sponsored by
CHONG

2-19-97 Pass
Full Court

IE
[Signature]

[Signature]

Department 1

The City of Seattle--Legislative Department

Date Reported
and Adopted

REPORT OF COMMITTEE

President:

Committee on

was referred the within Council Bill No.

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

19-97 Passed 2-0
Full Council vote 9-0

Charlie Gray

Committee Chair

ORDINANCE 118499

AN ORDINANCE establishing titles, retitling, reclassifying, and setting compensation for certain employee positions in various City departments; establishing new titles and salaries in various City departments; creating new salaries for existing position titles; creating new positions with existing position titles in various City departments; correcting titles in various City departments resulting from classification reconsiderations subsequent to the adoption of the 1997 Budget; correcting and adding titles in various City departments resulting from inadvertent errors and omissions in the printed 1997 Budget; retitling, reclassifying and fixing compensation for certain positions in various City departments pursuant to the Classification Project and provisions of Ordinance #115359 and Resolution #27544; correcting reclassifications as shown on Ordinances #118090, #118219 and #118269; correcting a salaries as shown on Ordinances #118090 and #118219; correcting titles as shown on Ordinance #118219; correcting the 1995 position listing in the Department of Parks and Recreation which includes restoring and abrogating positions; amending certain paragraphs in Section 1 of the Exemptions Ordinance #118394; 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 (EXECUTIVE SERVICES)

1 position (#016643) of Systems Analyst retitled to Senior Systems Analyst (Report #96-1027).

1 position (#019523) of Maintenance Laborer retitled to Installation Maintenance Worker (Report #96-785).

CITY LIGHT

1 position (#019118) of Accounting Technician II-BU retitled to Accounting Technician III-BU (Report #95-326).

1 position (#012539) of Program Assistant retitled to Assistant Labor Relations Coordinator (Report #115-91).

1 position (#012475) of Customer Service Representative retitled to Customer Service Representative, Senior (Report #96-862).

1 position (#013755) of Electrician Constructor-Operator Incumbent retitled to Systems Analyst, Senior (Report #96114).

1 position (#018303) of Research and Evaluation Assistant I-BU retitled to Research and Evaluation Assistant-BU (Report #95-323).

1 position (#013385) of Rights-of-Way Maintenance Worker retitled to Rights-of-Way Maintenance Worker, Senior (Report #96-0759).

1 position (#017262) of Systems Analyst retitled to Management Systems Analyst, Senior (Report #95-0112Rev).

1 position (#016842) of Systems Analyst retitled to Systems Analyst, Senior (Report #96-799).

1 position (#017575) of Machinist Specialist retitled to Hydroelectric Maintenance Machinist (Report #96-885).

1 position (#014190) of Accounting Technician I-BU retitled to Accounting Technician II-BU (Report #96-839).

1 position (#013210) of Hydro-Maintenance Worker-Boundary I retitled to Hydro-Maintenance Worker II-Boundary (Report #96-897).

CONSTRUCTION AND LAND USE

1 position (#016271) of Personnel Manager retitled to Manager X (Report #96-857).

ENGINEERING

2 positions (#008461, #008462) of Bridge Carpentry & Maintenance Lead retitled to Carpenter (Report #96-755).

1 position (#020718) of Civil Engineering Specialist, Assistant retitled to Civil Engineer, Assistant (Report #96-865).

1 position (#024672) of Data Processing Systems Analyst retitled to Systems Analyst, Senior (Report #96-602).

1 position (#022534) of Systems Analyst, Senior retitled to Principal Systems Analyst (Report #96-603).

1 position (#008867) of Accounting Technician III-BU retitled to Accounting Technician Supervisor-BU (Report #96-870).

1 position (#008754) of Civil Engineering Specialist III, Assistant retitled to Civil Engineering Specialist, Senior (Report #96-742).

1 position (#008870) of Accounting Technician II-BU retitled to Accounting Technician Supervisor-BU (Report #94-185).

1 position (#007726) of Accounting Technician II-BU retitled to Accounting Technician III-BU (Report #94-507).

2 positions (#008866 and #019676) of Accounting Technician II-BU retitled to Accounting Technician III-BU (Report #94-504/505).

1 position (#007715) of Administrative Specialist II-BU retitled to Administrative Specialist III-BU (Report #96-888).

ECONOMIC DEVELOPMENT

1 position (#024524) of Development Finance Specialist, Senior retitled to Accounting Technician II (Report #96-854).

FINANCE

1 position (#010667) of Accountant, Senior retitled to Management Systems Analyst, Senior (Report #96-860).

HOUSING AND HUMAN SERVICES

1 position (#022053) of Management Systems Analyst, Senior retitled to Systems Analyst, Principal (Report #96-705).

9 positions (#025271, #025272, #025273, #025274, #025275, #025276, #025277, #025278, and #025279) listed as TBD retitled to Counselor (Report #96-829).

MUNICIPAL COURT

1 position (#023563) of Administrative Specialist I-MC retitled to Administrative Specialist II-MC (Report #95-676).

2 positions (#015605 and #025019) of Administrative Specialist II-MC retitled to Administrative Support Supervisor-MC (Report #96-907).

PARKS AND RECREATION

1 position (#017930) of Recreation Leader retitled to Recreation Program Specialist (Report #950682).

1 position (#010190) of Park Horticulturist retitled to Manager VI (Report #96-802).

1 position (#020886) of Landscape Supervisor retitled to Planning and Development Specialist II (Report #96-803).

1 position (#024439) of Planning and Development Specialist II retitled to Planning and Specialist I (Report #96-804).

1 position (#022238) of Security Officer retitled to Security Officer, Senior (Report #960806).

POLICE

1 position (#018364) of Staff Assistant-Police Personnel retitled to Executive Assistant (Report #95-445).

1 position (#005044) of Administrative Specialist I-BU retitled to Personnel Specialist, Assistant (Report #96818).

1 position (#005107) of Administrative Specialist I-BU retitled to Personnel Specialist, Assistant (Report #96819).

1 position (#015422) of Police Records and Information Manager retitled to Manager XII (Report #96-867).

1 position (#006340) of Administrative Specialist II retitled to Administrative Staff Assistant (Report #961084).

1 position (#006341) of Administrative Specialist II retitled to Administrative Staff Assistant (Report #961085).

1 position (#022941) of Administrative Specialist I-BU retitled to Administrative Staff Assistant (Report #961086).

1 position (#006346) of Administrative Specialist II-BU retitled to Administrative Staff Assistant (Report #961087).

1 position (#006334) of Administrative Specialist II-BU retitled to Administrative Staff Assistant (Report #961088).

1 position (#005108) of Administrative Specialist I-BU retitled to Administrative Staff Assistant (Report #961089).

1 position (#006342) of Administrative Specialist III-BU retitled to Grants and Contracts Specialist, Senior (Report #95-441A).

1 position (#005344) of Office Services Manager retitled to Manager I (Report #95-448A).

1 position (#015611) of Police Court Services Supervisor retitled to Administrative Specialist III-BU (Report #95-449).

1 position (#016138) of Administrative Specialist I-BU retitled to Administrative Specialist II-BU (Report #96-716A).

1 position (#005068) of Accounting Technician II-BU retitled to Accounting Technician III-BU (Report #96-716A).

SEATTLE CENTER

1 position (#022122) of Events Booking Supervisor retitled to Executive Assistant, Senior (Report #96797).

1 position (#009020) of Senior Events Service Representative retitled to Events Service Supervisor (Report #95157).

1 position (#018339) of Supervising Personnel Specialist retitled to Personnel Manager (Report #96-661).

SEATTLE PUBLIC UTILITIES

1 position (#017180) of Credit Representative retitled to Customer Service Representative (Report #96-1065).

1 position (#024044) of Management Systems Analyst retitled to Finance Analyst, Senior (Report #96-1066).

1 position (#022212) of Management Systems Analyst, Senior retitled to Finance Analyst, Senior (Report #96-1067).

1 position (#012527) of Customer Service Representative retitled to Customer Service Representative Supervisor (Report #96-1117).

WATER

1 position (#012219) of Credit and Collections Supervisor retitled to Utility Hearing Officer (Report #95-100).

1 position (#011715) of Accounting Technician II retitled to Warehouse (Report #95-723).

2 positions (#011716 and #011717) of Combined Utilities Billing Supervisor retitled to Utility Accounts Supervisor (Report #95-690).

1 position (#011708) of Administrative Specialist I-BU retitled to Administrative Specialist II-BU (Report #96-851).

1 position (#018241) of Administrative Specialist I retitled to Systems Programmer Analyst (Report #95-846).

1 position (#011748) of Customer Service Representative, Senior retitled to Administrative Staff Assistant (Report #96-847).

1 position (#024508) of Data Processing Systems Analyst retitled to Systems Analyst (Report #95-685).

1 position (#022655) of Meter Reader retitled to Meter Reader, Senior (Report #95-643).

1 position (#008735) of Capital Projects Coordinator, Senior retitled to Manager IX (Report #95-640).

1 position (#011715) of Accounting Technician II retitled to Material Controller (Report #96-1063).

1 position (#012444) of Water Quality Analyst, Senior retitled to Water Quality Analyst, Principal (Report #96-848).

SECTION 2. NEW TITLES AND SALARIES. As recommended by the

Personnel Director, the following titles and salary rates are established, effective the dates shown below:

<u>Title</u>	<u>Rate of Pay</u>	<u>Effective Date</u>
Computer Lab Attendant, Library-W/S	\$11.03/hour	January 8, 1997

SECTION 3. CLASSIFICATION AND RECONSIDERATION - 1997 BUDGET

RECOMMENDATIONS. As recommended by the Personnel Director pursuant to classification reconsiderations and classification recommendations made subsequent to the adoption of the 1997 Budget, the following positions legislated in the 1997 Budget Ordinance are retitled, to reflect the correct classification determinations effective January 1, 1997.

OFFICE FOR CIVIL RIGHTS

1 position (#015972) of Enforcement Manager-Human Rights retitled to Enforcement Manager-Civil Rights.

EXECUTIVE SERVICES

1 position (#025336) of Administrative Specialist II retitled to Administrative Staff Assistant.

1 position (#025334) of Manager I retitled to Manager VIII.

2 positions (#025338 and #025506) of Systems Analyst, Senior retitled to Systems Analyst, Principal.

1 position (#016932) of Administrative Specialist I retitled to Video Specialist.

1 position (#025457) of Video Specialist, Senior retitled to Video Specialist, Principal.

3 positions (#025517, #025518 and #025519) of Help Desk Specialist retitled to Administrative Specialist II.

1 position (#025337) listed as Manager I retitled to Director I.

HOUSING AND HUMAN SERVICES

1 position (#025527) listed as TBD retitled to Systems Analyst.

1 position (#025523) listed as TBD retitled to Planning & Devel. Specialist I.

LAW

1 position (# 025003) of Paralegal retitled to Paralegal, Assistant II.

PARKS AND RECREATION

1 position (#021935) of Engineering Director, Assistant--Solid Waste retitled to Facilities Maintenance & Development Director.

SEATTLE PUBLIC UTILITIES

7 positions (#008373, #008412, #008419, #008436, #018753, #020641 and #020642) of Laborer retitled to Maintenance Laborer.

2 positions (#008306 and #008346) of Utility Laborer retitled to Maintenance Laborer.

1 position (#008855) of Safety and Health Specialist retitled to Emergency Preparedness Officer.

1 position (#024181) of Facilities Maintenance and Development Director retitled to Director XII.

1 position (#025412) of Director VIII retitled to Director X.

TRANSPORTATION

1 position (#017625) of Data Entry Supervisor retitled to Accounting Technician II.

SECTION 4. 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 Determinations as shown below. As part of the Classification Project, these actions are pursuant to provisions of Ordinance #115359 and Resolution #27544.

1 City Light position #016191, which was inadvertently reclassified from Utility
2 Construction Lead Worker retitled to Maintenance Laborer by Ordinance #118090, is
3 hereby restored to Utility Construction Lead Worker.

4 These inadvertent reclassifications by Ordinance #118090 are hereby nullified, and
5 the positions and incumbents shall be unaffected by the actions on Ordinance #118090.

6 **SECTION 6. CORRECTIONS TO ORDINANCE #118219**

7 Housing and Human Services position #022742, which was inadvertently
8 reclassified from Program Intake Representative to Administrative Specialist II-BU by
9 Ordinance #118219, is hereby restored to Program Intake Representative.

10 Seattle Center position #020493, which was inadvertently reclassified from Dining
11 Room Attendant to Administrative Specialist II-BU by Ordinance #118219, is hereby
12 restored to Dining Room Attendant.

13 Water Department position #011807, which was inadvertently reclassified from
14 Water Equipment Supervisor to Water Equipment Crew Chief by Ordinance #118219, is
15 hereby restored to Water Equipment Supervisor.

16 Water Department position #022193, which was inadvertently reclassified from
17 Administrative Specialist I to Accounting Support Assistant by Ordinance #118219, is
18 hereby restored to Administrative Specialist I.

19 City Light position #016190, which was inadvertently reclassified from Utility
20 Construction Lead Worker to Maintenance Laborer by Ordinance #118219, is hereby
21 restored to Utility Construction Lead Worker.

22 These inadvertent reclassifications by Ordinance #118219 are hereby nullified,
23 and the positions and incumbents shall be unaffected by the actions on Ordinance
24 #118219.

25 **SECTION 7. CORRECTIONS TO ORDINANCE #118269**

26 Finance Department position #010667, which was inadvertently reclassified from
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Accountant, Senior to Management Systems Analyst by Ordinance #118269, is hereby
 1 restored to Accountant, Senior.

2 The inadvertent reclassification by Ordinance #118269 is hereby nullified, and the
 3 position and incumbent shall be unaffected by the action on Ordinance #118269.
 4

5 **SECTION 8. SALARY CORRECTION.** The following is submitted to correct
 6 salaries as shown on Ordinance #118090 effective 5/12/96.

<u>Title</u>	<u>As Shown</u>	<u>As Corrected</u>
Medical Technologist I/ Health-INT	\$13.92/hour	\$14.90/hour

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 10 **SECTION 9. SALARY CORRECTION.** The following is submitted to correct
 11 salaries as shown on Ordinance #118219 effective January 2, 1991.
 12

<u>Title</u>	<u>Salary As Shown</u>	<u>Salary As Corrected</u>
Code Compliance Analyst	Range 35.5A	Range 33.0A

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 15
 16 **SECTION 10. TITLE CORRECTION.** The following is submitted to correct
 17 new ordinance titles as they were shown in Section 1 of Ordinance #118219.

<u>Department</u>	<u>Title/Position Numbers As Shown</u>	<u>Retitle To</u>
City Light	Electrical Engrng. Distribution Design Specialist, Assistant II #014077, #014078, #014088, #014091, #016336	Electrical Engrng. Design Specialist, Assistant III
City Light	Electrical Engrng. Specialist, Assistant II #014076, #014085, #014093	Electrical Engrng. Design Specialist, Assistant III

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 25 **SECTION 11. RATE OF COMPENSATION FOR VOLUNTEER FIRE**
 26 **FIGHTER-SKAGIT PROJECT.** Section 4 of Ordinance #118219 changed the salary
 27 rate for Volunteer Fire Fighter-Skagit Project from \$3.92/hour to \$4.25/hour
 28 (Minimum Wage as of the effective date of Ordinance #118219). Hereafter, the rate
 29 of compensation for the Volunteer Fire Fighter-Skagit Project shall be the rate provided
 30

Director IV

Director VIII

Director X

Director XII

Economist--Dept. of Finance

Emergency Preparedness Administrator

Employee Services Administrator

Employment Services Director

Finance Director

Fleet Services Director

Hearing Examiner, Deputy

Information Systems Director--Admin. Services

Investment Officer

Investment Officer, Assistant

Labor Relations Director

Management Planning and Support Director

Manager VIII--#011162

Municipal Facilities Administrator

PPS Replacement Project Director

Personnel Director

Personnel Services Administrator

Planner, Senior

Planning Director, Assistant

Policy Development Director

Purchasing Manager

Risk Manager

Strategic Technology Planner

System Services Director

Technology Officer, Chief

Telecommunications Director

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Treasury Director

Vehicle Maintenance Director

S. Seattle Public Utilities

Branch Executive -- Seattle Public Utilities

Director V

Director VI

Director VIII

Director X

Director XII

Drainage and Wastewater Utility Director, Assistant

Facilities Maintenance and Development Director

Strategic Policy Director

Water Operations Director

U. Seattle Center

Finance and Administration Director--Seattle Center

Manager X #025158

Redevelopment Director--Seattle Center

Seattle Center Director, Deputy

W. Transportation

Administrative Staff Assistant (Position #007689)

Director XII

Street Maintenance Director

Transportation Services Director

Engineering Director, Assistant--Traffic

SECTION 14. The heads of respective departments affected by this ordinance are hereby authorized to use unexpended and unencumbered funds accumulating in their respective 1997 Budgets to pay the compensation authorized herein.

SECTION 15. Any act consistent with the authority and prior to the effective date of this ordinance is hereby ratified and confirmed.

SECTION 16. 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.

PASSED by the City Council the 24 day of February, 1997, and signed by me in open session in authentication of its passage this 24 day of February, 1997.

Jan Deago
President.....of the City Council

Approved by me this 24 day February, 1997.

Jan Deago
Pro Tem Mayor

Filed by me this 27 day of February, 1997.

Margaret Carter
Clerk

(SEAL)

City of Seattle Personnel Department

Norman B. Rice, Mayor Sarah Welch, Personnel Director



MEMORANDUM

DATE: January 24, 1997

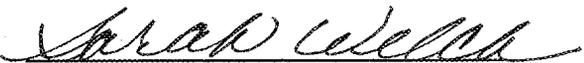
TO: Honorable Jan Drago, President
Seattle City Council

Via: Norman B. Rice, Mayor

Attn: Tom Tierney, Director
Office of Management and Planning

FROM:


Dwight Dively, Director
Executive Services Department


Sarah Welch, Director
Personnel Division

SUBJECT: Proposed Legislation - Fourth Quarter 1996 Ordinance

The attached ordinance will implement proposed position, title, classification, and salary changes recommended by the Personnel Director during the Fourth Quarter of 1996.

Section 1 includes positions recommended for reclassification and retitling during the Fourth Quarter of 1996. *Section 2* recommends a new title and salary for the Library. *Section 3* retitles and corrects classification recommendations as listed in the 1997 Budget Ordinance, effective January 1, 1997. *Section 4* includes positions recommended for reclassification and retitling as a result of the Classification Project and pursuant to the provisions of Ordinance #115359 and Resolution #27544. *Section 5* recommends revisions to Classification Ordinance #118090. *Section 6* recommends revisions to Classification Ordinance #118219. *Section 7* recommends revisions to Classification Ordinance #118269. *Section 8* corrects a salary included on Ordinance #118219. *Section 9* corrects titles on Ordinance #118219. *Section 10* corrects titles on Ordinance #118219. *Section 11* revises the hourly compensation rate for Volunteer Fire-Fighter-Skagit Project positions. *Section 12* corrects the Parks Department 1995 Budget position listing. *Section 13* amends the Exemptions Ordinance #118394.

Attachment A contains referenced classification/compensation report recommendations and other documentation as indicated in the ordinance.

Attachment B contains costing estimates. The costing estimates in this report are for general use in estimating the approximate budgetary impact of the actions that are on the accompanying

Honorable Jan Drago, President
Seattle City Council
January 24, 1997
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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.
- 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, retirement, and Medicare benefits to the salary shown in the Salary Schedule. Currently, the employer's contribution for retirement is 8.91 percent and the employer's 1996 matching contribution rates for FICA is 6.2 percent and 1.45 percent for Medicare.

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.

DD:sw/ls

Attachments

c: Councilmember Charlie Chong, Chair
Personnel, Organization and Performance Committee, Legislative Department
Personnel Division Administrators

City of Seattle Personnel Department

Norman B. Rice, Mayor Sarah Welch, Personnel Director



MEMORANDUM

DATE: January 24, 1997

TO: Councilmember Charlie Chong, Chair
Personnel, Organization and Performance Committee
Legislative

FROM: Lidia Santiesteban *js*
Classification/Compensation Director

SUBJECT: Represented Positions on the Fourth Quarter 1996 Ordinance for the
Committee Agenda on February 19, 1997.

FILED
CITY OF SEATTLE
97 FEB 12 PM 1:10
CITY CLERK

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.

<u>Bargaining Unit</u>	<u>Proposed Title</u>	<u># of Positions</u>
004- Local 17 Prof. and Technical Eng. Technical Unit	Research & Evaluation Assistant-BU Recreation Program Specialist Meter Reader Senior	1 (from 004) 1 (from 027) 1 (from 004)
012- Machinists, Lodge 79	Hydroelectric Maint. Machinist	1 (from 012)
017- Carpenters District Council	Carpenter	2 (from 017)
019- Public Service & Industrial Employees, Local 1239	Installation Maintenance Worker ROW Maint. Worker, Senior Maintenance Laborer	2 (from 019) 1 (from 019) 9 (from 019)
031- Prof. and Technical Engineers, Local 17, Senior Business Unit	Customer Service Rep, Supervisor	1 (from 035)
032- Prof. and Technical Engineers, Local 17, Senior Professional Unit	Civil Engineering Specialist, Senior Civil Engineer, Senior	1 (from 004) 1 (from 034)

Councilmember Charlie Chong, Chair
 January 24, 1997
 Page 2

<u>Bargaining Unit</u>	<u>Proposed Title</u>	<u># of Positions</u>
034- Prof. and Technical Engineers, Local 17, Professional Unit	Civil Engineer, Assistant Systems Analyst	1 (from 004) 1 (from 034)
035- Local 17,	Accounting Technician II-BU Accounting Technician III-BU Accounting Technician Superv-BU Administrative Specialist II-BU Administrative Specialist III-BU Customer Service Representative Customer Service Representative, Sr. Utility Accounts Supervisor	1 (from 035) 4 (from 035) 2 (from 035) 3 (from 035) 2 (from 035) 1 (from 004) 1 (from 035) 2 (from 031)
037- Public Service & Industrial Employees, Local 1239--Security	Senior Security Officer	1 (from 037)
040- Local 763, Teamster Municipal Court Service Employees	Administrative Specialist II-MC Administrative Support Superv-MC	1 (from 040) 2 (from 040)
044- Graphics Commun. Int'l Union, Local 767M	Duplicating Operator, Senior	1 (from 044)
077- IBEW, Local 77 City Light	Hydro Maintenance Worker II-Boundary	1 (from 077)

The following is a breakdown of those positions that would no longer be represented following legislation of the Fourth Quarter 1996 Classification Ordinance. These positions are listed by bargaining unit, proposed title, and number of positions affected.

<u>Former Bargaining Unit</u>	<u>Proposed Title</u>	<u># of Positions</u>
004- Local 17, Prof. and Tech. Eng., Tech. Unit	Administrative Specialist II	3

Councilmember Charlie Chong, Chair
January 24, 1997
Page 3

<u>Former Bargaining Unit</u>	<u>Proposed Title</u>	<u># of Positions</u>
019- Public Service and Industrial Employees, Local 1239	Planning & Devel. Specialist II	1
034- Local 17, Prof. and Technical Eng., Prof. Unit	Systems Analyst, Senior Management Systems Analyst, Senior Manager IX	3 1 1
035- Local 17, Prof. and Technical Engineers, Admin. Support Unit	Assistant Personnel Specialist Administrative Staff Assistant	2 5

If you have any questions, please call me at 386-9081.

LS:bml

City of Seattle Personnel Department

Norman B. Rice, Mayor Sarah Welch, Personnel Director



MEMORANDUM

DATE: January 24, 1997

TO: Councilmember Charlie Chong, Chair
Personnel, Organization and Performance Committee
Legislative

FROM: Lidia Santiesteban *Lidia*
Classification/Compensation Director

SUBJECT: Represented Positions on the Fourth Quarter Ordinance for the
Committee Agenda on February 19, 1997.

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.

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012- Machinists, Lodge 79	Hydroelectric Maint. Machinist	1 (from 012)
017- Carpenters District Council	Carpenter	2 (from 017)
019- Public Service & Industrial Employees, Local 1239	Installation Maintenance Worker ROW Maint. Worker, Senior Maintenance Laborer	2 (from 019) 1 (from 019) 9 (from 019)
031- Prof. and Technical Engineers, Local 17, Senior Business Unit	Customer Service Rep, Supervisor	1 (from 035)
032- Prof. and Technical Engineers, Local 17, Senior Professional Unit	Civil Engineering Specialist, Senior Civil Engineer, Senior	1 (from 004) 1 (from 034)

Councilmember Charlie Chong, Chair
 January 24, 1997
 Page 2

<u>Bargaining Unit</u>	<u>Proposed Title</u>	<u># of Positions</u>
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035- Local 17,	Accounting Technician II-BU Accounting Technician III-BU Accounting Technician Superv-BU Administrative Specialist II-BU Administrative Specialist III-BU Customer Service Representative Customer Service Representative, Sr. Utility Accounts Supervisor	1 (from 035) 4 (from 035) 2 (from 035) 3 (from 035) 2 (from 035) 1 (from 004) 1 (from 035) 2 (from 031)
037- Public Service & Industrial Employees, Local 1239--Security	Senior Security Officer	1 (from 037)
040- Local 763, Teamster Municipal Court Service Employees	Administrative Specialist II-MC Administrative Support Superv-MC	1 (from 040) 2 (from 040)
044- Graphics Commun. Int'l Union, Local 767M	Duplicating Operator, Senior	1 (from 044)
077- IBEW, Local 77 City Light	Hydro Maintenance Worker II-Boundary	1 (from 077)

The following is a breakdown of those positions that would no longer be represented following legislation of the Fourth Quarter 1996 Classification Ordinance. These positions are listed by bargaining unit, proposed title, and number of positions affected.

<u>Former Bargaining Unit</u>	<u>Proposed Title</u>	<u># of Positions</u>
004- Local 17, Prof. and Tech. Eng., Tech. Unit	Administrative Specialist II	3

Councilmember Charlie Chong, Chair
January 24, 1997
Page 3

<u>Former Bargaining Unit</u>	<u>Proposed Title</u>	<u># of Positions</u>
019- Public Service and Industrial Employees, Local 1239	Planning & Devel. Specialist II	1
034- Local 17, Prof. and Technical Eng., Prof. Unit	Systems Analyst, Senior	3
	Management Systems Analyst, Senior	1
	Manager IX	1
035- Local 17, Prof. and Technical Engineers, Admin. Support Unit	Assistant Personnel Specialist	2
	Administrative Staff Assistant	5

If you have any questions, please call me at 386-9081.

LS:bml

TIME AND DATE STAMP

SPONSORSHIP

THE ATTACHED DOCUMENT IS SPONSORED FOR FILING WITH THE CITY COUNCIL BY THE MEMBER(S) OF THE CITY COUNCIL WHOSE SIGNATURE(S) ARE SHOWN BELOW:

Charles Khong

_____	_____
_____	_____
_____	_____
_____	_____

FOR CITY COUNCIL PRESIDENT USE ONLY

COMMITTEE(S) REFERRED TO: _____

PRESIDENT'S SIGNATURE

Approved on 1/21/97
Mark Sidran
2/3/97

97-019

City of Seattle

Executive Department—Office of Management and Planning

Thomas M. Tierney, Director
Norman B. Rice, Mayor
January 28, 1997



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; establishing new titles and salaries in various City departments; creating new salaries for existing position titles; creating new positions with existing position titles in various City departments; correcting titles in various City departments resulting from classification reconsiderations subsequent to the adoption of the 1997 Budget; correcting and adding titles in various City departments resulting from inadvertent errors and omissions in the printed 1997 Budget; retitling, reclassifying and fixing compensation for certain positions in various City departments pursuant to the Classification Project and provisions of Ordinance #115359 and Resolution #27544; correcting reclassifications as shown on Ordinances #118090, #118219 and #118269; correcting a salaries as shown on Ordinances #118090 and #118219; correcting titles as shown on Ordinance #118219; correcting the 1995 position listing in the Department of Parks and Recreation which includes restoring and abrogating positions; amending certain paragraphs in Section 1 of the Exemptions Ordinance #118394; 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

TOM TIERNEY
Director

h:\admin\legis\law\trs\john48

Enclosure

Accommodations for people with disabilities provided on request. An equal employment opportunity - affirmative action employer.
Office of Management and Planning 300 Municipal Building, Seattle, Washington 98104-1826
(206) 684-8080 • (TDD) 684-8118 • FAX (206) 233-0085

City of Seattle

TITLE-ONLY PUBLICATION

The full text of the following ordinances, passed by the City Council on February 24, 1997, 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. 118499

AN ORDINANCE establishing titles, retitling, reclassifying, and setting compensation for certain employee positions in various City departments; establishing new titles and salaries in various City departments; creating new salaries for existing position titles; creating new positions with existing position titles in various City departments; correcting titles in various City departments resulting from classification re-considerations subsequent to the adoption of the 1997 Budget; correcting and adding titles in various City Departments resulting from inadvertent errors and omissions in the printed 1997 Budget; retitling, reclassifying, and fixing compensation for certain positions in various City departments pursuant to the Classification Project and provisions of Ordinance #115359 and Resolution #27544; correcting reclassifications as shown on Ordinance #118090, #118219 and #118269; correcting a salaries as shown on Ordinances #118090 and #118219; correcting titles as shown on Ordinance #118219; correcting the 1995 position listing in the Department of Parks and Recreation which includes restoring and abrogating positions; amending certain paragraphs in Section 1 of the Exemptions Ordinance #118394; and providing payment therefor.

ORDINANCE NO. 118505

AN ORDINANCE appropriating money to pay certain audited claims and ordering the payment thereof.

Publication ordered by JUDITH PIP-PIN, City Clerk.

Date of official publication in the Daily Journal of Commerce, Seattle, March 6, 1997. 3/6/97

STATE OF WASHINGTON - KING COUNTY

—SS.

City Clerk

No. ORDINANCE TI

Affidavit of Publication

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

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

CTOT: 118499-118500

was published on

03/06/97

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

03/06/97

Notary Public for the State of Washington, residing in Seattle

CITY OF SEATTLE
PERSONNEL
DEPARTMENT



CLASSIFICATION DETERMINATION REPORT

Date: 12-09-96 Report No.: 96-1027

POSITION IDENTIFICATION
Department: Administrative Services
Classification Title: Systems Analyst
Ordinance Title: Systems Analyst
Position Number: 016643
Bargaining Unit: 034 Current Salary: \$19.68-\$22.99 (Range: NA)

RECOMMENDED ACTION
Classification Title: Senior Systems Analyst
Ordinance Title: Senior Systems Analyst
Legislation Required: Yes
Bargaining Unit: 030 Recommended Salary: \$23.18-\$27.03 (Range: 37.5A)
Remarks: See next page for pertinent allocation information

INCUMBENT STATUS
Incumbent:
Current Standing: Systems Analyst
Recommended Standing: Senior Systems Analyst
In recommended standing, incumbent status is:
[X] Regular; [] Probationary; [] Temporary.
Authority: Personnel Rule
[] 2.3.100; [X] 2.3.200; [] 2.3.300.
Remarks:

Recommended: Team 1 JWC E.D. Classification Analyst(s)
Approved: John Pearson JP Classification Supervisor
Lidia Santiesteban J/S Classification/Compensation Director
Sarah Welch M. P. S. Personnel Director

This review was conducted by Class/Comp Team 1, consisting of Irene Ogunyemi, Jimmy Woo and Curt Funk. The report was prepared by Irene Ogunyemi.

Source of Request and Position Identification:

This position was reviewed as a result of a request from departmental management. Position # 016643 is located in the Applications Section of the Data Processing Division of the Administrative Services Department. The purpose of this Section of the Division is to lead and assist internal divisions and City departments to buy, build, implement and/or maintain cost effective, state of the art applications in support of the organizations' business requirements.

Position History:

A copy of the complete history of the position is in the position file for reference. The position was created by Ordinance 107000, January 1, 1978 as a Data Processing Systems Analyst; and retitled by Ordinance 117488, 4th Qrtly 1994, effective January 2, 1991 to Systems Analyst, pursuant to Classification Determination Report # 2100504. The department wants it to be reclassified to Senior Systems Analyst.

Scope of Review:

The review of the subject position included analysis of the following:

- ◆ Position Description Questionnaire (PDQ) submitted for this review;
- ◆ Stakeholders' meeting with the incumbent and his manager;
- ◆ Team One's review/analysis of subject position information;
- ◆ Comparison to similar positions;
- ◆ Systems Analyst class specification # 2100504 and Senior Systems Analyst class specification # 2100505;
- ◆ Classification Report 34X-93 which retitled Data Processing Systems Analyst to Senior Systems Analyst;
- ◆ Review of the organizational charts affecting the subject position;
- ◆ Position history records and related classification files.

Summary of Work:

The essential purpose of this position is to provide Database Administration (DBA) support to DB2 mainframe applications and the Client/Server ORACLE database systems. Position # 016643 maintains both the production and development environments on two separate platforms. For a more complete listing of duties and responsibilities, please refer to the Position Description Questionnaire submitted for this review and included in the position file.

Analysis:

The subject position works primarily as the Oracle, DB2, QMF and FOCUS databases' administrator, which is responsible for leading, implementing and managing the systems'

environments. Representative duties include: installing system software including planning and analyzing the impact of software packages to the IBM mainframe; considering factors such as compatibility, conversion and cost; verifying system requirements and availability; managing software and the system to ensure peak system resource utilization and optimum response time performance; and resolving problems within the system by analyzing and diagnosing problems to isolate sources of system failure.

For the purpose of this review, class specifications for Systems Analyst and Senior Systems Analyst were selected for comparison. The work of the Systems Analyst class series is defined as performing system design, development, implementation and maintenance activities related to data processing systems; and as providing technical advice and support to users in the proper use of hardware/software. The various levels within this series are distinguished by their respective degrees of difficulty and responsibility. The Senior level is distinguished from the journey level in that the latter performs the more complex or technical projects and may serve as project lead.

At the stakeholders' meeting, the incumbent's supervisor showed us from the section's organizational chart that the subject position provides the crucial technical expertise and project leadership which furnish the tool for the six Senior Systems Analysts in the unit to do their job. One of the senior analysts does exactly the same body of work that the subject position does, but is now on loan to the HRIS project. The supervisor is currently training one of the senior analysts to be a back up for the incumbent's position. The subject position is the technical expert in the section for managing and leading the environment.

Review of the duties and responsibilities of the subject position confirmed that they are typical of those positions allocated to the Senior Systems Analyst class, which handle the more complex or technically difficult problems within a specialty area. The work assigned to the subject position is clearly more complex and technically difficult than work assigned at the Systems Analyst level. This work includes serving as lead and gate keeper of the systems environment for the City; analyzing the impact of requested services through a variety of methods appropriate to the specialty, considering factors such as compatibility, conversion, and implementation of cost and impact on existing systems and equipment; designing and developing the physical database, fully testing the software used to migrate applications to the production environment, and providing 24 hour by 7 day support for DB2. The scope of responsibility and the complexity of the work assigned to the subject position are reflective of duties outlined in the class specification of Senior System Analyst.

Recommendation:

Based on information from the stakeholders' meeting, the subject position's current duties were not the result of a reorganization, but rather have accreted over time. Accordingly, we recommend that the subject position be reclassified to the title of Senior Systems Analyst, effective July 30, 1996, which is the date the department said the request was initiated internally.

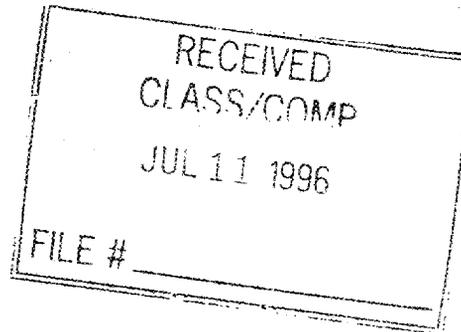
City of Seattle
Department of Administrative Services



Kenneth J. Nakatsu, Director
Norman B. Rice, Mayor

July 15, 1996

John L. Masterjohn
Business Manager
Public Service & Industrial Employees,
Local 1239
2800 First Avenue, Suite 316
Seattle, WA 98121



Subject: Step 3 Grievance of Sharla Willis/Work Out of Class-Reclass/Administrative Services Department (#95-39)

Dear Mr. Masterjohn:

This letter and enclosed Classification Determination Report No. 96-785 shall serve as the City's response to the above-referenced grievance. Note that the report recommends that the grievant's position be reclassified from Maintenance Laborer to Installation Maintenance Worker effective April 17, 1995, which is 30 calendar days prior to the initial filing of the grievance.

If this report and its ultimate adoption by the City Council will resolve this grievance, sign this letter in the space provided below and return a signed copy for my file. Upon receipt of your concurrence, I will request that the Personnel Director finalize the report and place it on the next quarterly ordinance.

Sincerely,

Kenneth J. Nakatsu
Director

KN:JM

Enclosure

cc: Jean Mayes
Carla Coward
John McArty

I concur:

John L. Masterjohn
Business Manager
Local 1239

Date

H:95-39RSP:JM

SOURCE OF REQUEST/POSITION IDENTIFICATION

This position was reviewed as a result of a work-out-of-class grievance filed by Local 1239. The grievance alleges that the subject position is performing the duties and responsibilities commensurate with the classification of Facility Maintenance Worker or other comparable title. Our Labor Relations department received verification by phone from the union that specified this grievance is not being filed under the expedited process.

The functions of the DAS Facilities Maintenance Division are to maintain the buildings within their jurisdiction and to provide a safe and hospitable environment for their various tenants.

POSITION HISTORY

See 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) submitted for the purposes of this review
- Class Specifications # 8000002, 9104304, 9104704, and 9150005
- Position Record Card
- Organizational Chart
- and other records available internally

STATEMENT OF DUTIES

The essential purpose of this position is to support the carpenter crew by performing various maintenance activities including preventative maintenance on DAS managed buildings and related equipment.

NOTE: For a more complete listing of this position's responsibilities, see the Position Description Questionnaire (PDQ), dated October 12, 1995 submitted for the purposes of this review.

ANALYSIS

Carpenter Apprentice, Facilities Maintenance Worker, Installation Maintenance Worker and Maintenance Laborer class specs. were reviewed to determine the best match to this position.

The duties of incumbents in Carpenter Apprentice positions assist the Carpenter in the construction, maintenance, alteration, and repair of buildings, building equipment, and facilities. This class is distinguished from the Carpenter in that the Apprentice positions assist Carpenters, who otherwise work independently, and attend formal classes to supplement on-the-job training.

The duties of incumbents in Facilities Maintenance Worker positions under general supervision, perform specialized maintenance, preventive maintenance, and repair on facilities which require complex and specialized repair and maintenance skills, such as sewage lift stations and heating/ventilating/air-conditioning (HVAC) systems.

The duties of incumbents in Maintenance Laborer positions lead and/or perform semi-skilled and/or skilled work in a variety of locations such as street areas, solid waste transfer stations, landfills, shops, warehouses and various City Light, Parks, Water and Seattle Center facilities.

The duties of incumbents in Installation Maintenance Worker positions perform various maintenance activities including preventive maintenance services repairing and replacing various building fixtures, equipment and its appurtenances and coordinating jobs with various crafts. The Installation Maintenance Worker differs from the Facilities Maintenance Worker in that this class is regarded as a "jack of all trades" which performs minor repairs of various crafts and may directly or indirectly assist trades persons.

The Installation Maintenance Worker class is the best match. Position #019523 is used as a "jack of all trades" and per department management has had a gradual accretion of duties. Even though the position is currently assisting the Carpenter crew at DAS, the plan is to utilize the position through-out all five shops.

RECOMMENDATION

Recommend that position #019523 be reclassified to Installation Maintenance Worker. According to Article 20.5 of the collective bargaining agreement, any settlement or award in this grievance would be made effective 30 calendar days prior to the initial filing of the grievance. The initial grievance was filed on May 17, 1995, making the effective date of this action April 17, 1995.

MEMORANDUM



DATE: July 23, 1996
TO: Lidia Santiesteban
FROM: John McArdy *JM*
SUBJECT: Classification Determination Report No. 96-785/Sharla Willis/Administrative Services Department

Please forward the above referenced recommended report to the Personnel Director for signature and place it on the next quarterly ordinance. The union has concurred with the recommendation; and as such, it resolves grievance #95-39. We are, therefore, closing our file on this issue.

Thank You.

JM:jm

Attachment

cc: Carla Coward
Jean Mayes

JUL 15 1996

RECEIVED



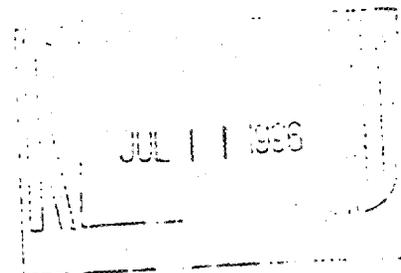
City of Seattle
Department of Administrative Services

Kenneth J. Nakatsu, Director
Norman B. Rice, Mayor

July 15, 1996

John L. Masterjohn
Business Manager
Public Service & Industrial Employees,
Local 1239
2800 First Avenue, Suite 316
Seattle, WA 98121

COPY



Subject: Step 3 Grievance of Sharla Willis/Work Out of Class-Reclass/Administrative Services Department (#95-39)

Dear Mr. Masterjohn:

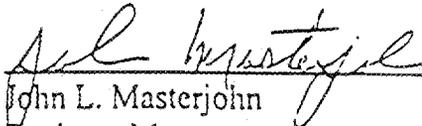
This letter and enclosed Classification Determination Report No. 96-785 shall serve as the City's response to the above-referenced grievance. Note that the report recommends that the grievant's position be reclassified from Maintenance Laborer to Installation Maintenance Worker effective April 17, 1995, which is 30 calendar days prior to the initial filing of the grievance.

If this report and its ultimate adoption by the City Council will resolve this grievance, sign this letter in the space provided below and return a signed copy for my file. Upon receipt of your concurrence, I will request that the Personnel Director finalize the report and place it on the next quarterly ordinance.

Sincerely,

Kenneth J. Nakatsu
Director

I concur:

 7-12-96
John L. Masterjohn Date
Business Manager
Local 1239

KN:JM

Enclosure

cc: Jean Mayes
Carla Coward
John McAarty

Position Identification and Source of Request

Position No. 019118 is located in the Conservation Contract Unit (CCU), Energy Management Services Division of City Light. Effective January 1, 1994, the Conservation Contract Unit was reorganized to include administration of commercial and industrial conservation contracts as well as the residential conservation contracts. The request to review this position came as a result of the reorganization and addition of commercial and industrial contracts.

Scope of Review

This review is a result of:

- A thorough file audit (including the Position Description Questionnaire [PDQ] completed on July 5, 1995);
- A review of organization charts provided with the request;
- A review of the Appeals Examiner report on Position Nos. 020118, 020121, 019118, 019286 (019118 is under review here);
- An interview of an incumbent in a similar position;
- Several discussions with the supervisor; and
- Review of relevant classification specifications.

Summary of Work

According to the PDQ submitted with the request, Position No. 019118 has lead responsibility for 3.5 FTE positions and one temporary position. This group of positions produce and administer contracts for residential, commercial and industrial conservation customers. The incumbent in this position is expected to assign work and review contract paperwork, train staff and prepare budgetary encumbrance and accrual reports. The work of this position is performed under limited supervision according to the Supervisor's remarks on the PDQ.

Analysis

Management comments on the PDQ submitted with this request indicate a strong desire for a new classification specifically describing the body of work performed by positions in the CCU. However, the goal of the City's classification system is to

reduce the number of unique classifications, streamlining the system and increasing flexibility). Therefore, the subject position is to be classified within the current system.

According to organization charts submitted with this request, this position served at the *Accounting Technician II* level from the date of the reorganization until July 5, 1995 when lead responsibilities were assigned. Thus, the body of work described by the PDQ is *Accounting Technician* work, given that it leads the activities of Accounting Technicians and is considered a technical expert in the area of conservation contracts.

The Appeals Examiner, in reviewing the 1987 grievance, held that this position's duties were consistent with the Accounting Technician II classification. According to Schematic No. 4000004, *Accounting Technician II (ATII)* positions are responsible for performing "... the full range of accounting records maintenance activities of an assigned ... set of records. . ."

Typically, an *Accounting Technician III* position serves as "...lead worker over Accounting Technician positions engaged in the maintenance and preparation of accounting records and files and perform all accounting records maintenance operations and procedures pertaining to a complex set of accounts or accounting records..." Finally, *Accounting Technician III* level work, according to Schematic No. 4000005, is distinguished from the ATII work by a "... greater independence of action, judgment exercised, complexity and financial impact of work and department and City-wide visibility."

A review of the work distribution described in the PDQ submitted indicates that about 40% of the position's time is spent in lead work capacities. For example, the incumbent in this position performs quality control checks, distributes and oversees the work and takes the lead in processing the more complex contracts and special projects.

Recommendation

Based on the review of information submitted with this request, we recommend reclassification of this position to the *Accounting Technician III* level. We further recommend that the incumbent's status remain *regular* in accordance with Para. 9.6(b) of the Agreement between the City of Seattle and IFPTE, Local 17. The effective date of this action should be July 5, 1995, the date of the PDQ submitted for this review.

CLASSIFICATION DETERMINATION

Date: December 30, 1991

Report No.115-91

POSITION IDENTIFICATION

Department: City Light
 Classification Title: Held in abeyance
 Ordinance Title: Program Assistant
 Position Number: 012539
 1991 Budget Log No.: N/A
 Bargaining Unit: 030 Current Salary: \$11.97-13.92 (range 24.5A)

RECOMMENDED ACTION

Classification Title: Assistant Labor Relations Coordinator
 Ordinance Title: Assistant Labor Relations Coordinator
 Legislation Required: Yes Recommended Salary: \$14.46-16.86(range 29.5A)
 Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbent:
 Current Standing: Program Assistant
 Recommended Standing: Assistant Labor Relations Coordinator

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: Kathy Steinmeyer *KS*

Classification/Compensation Analyst

Approved: -----

Classification/Compensation Supervisor

Sarah Welch *SW*

Employee Services Administrator

John Okamoto *JO*

Personnel Director

JO

PERTINENT ALLOCATION FACTORS - REPORT #115-91 - PAGE TWO

This position was reviewed as a result of a departmental priority request submitted on December 30, 1985. The position was located, at the time of the request, in the Labor Relations Unit of the Administrative Services Division at City Light, which was responsible for implementing and administering labor relations programs and activities at the utility. The incumbent and the department allege work outside of classification as a Labor Relations Analyst or other higher-level title.

The current review included evaluation of Position Description Questionnaires (PDQ's) submitted in support of the review request and for the Classification Project; the department's response to Council Resolution #26813 and other management comments; comments submitted by City Light management in response to the draft class specification review; a job site audit conducted on July 17, 1991; class specifications and file PDQ's for Labor Relations Coordinator, Personnel Specialist, Personnel Analyst, Administrative Staff Assistant and other, potentially comparable titles; charts demonstrating the affected organizational structure; position data from Personnel Records and Information; and other internally available materials.

Position #012539 was created as a Clerk by Ordinance #79748, effective March 5, 1951, and classified Clerk IV by Council approval on September 4, 1951. It was retitled and reclassified within the clerical series several times. It was retitled to Program Assistant, classification held in abeyance (Report #17-81), by Ordinance #109926, effective March 10, 1981. The types of duties assigned to the position are similar to those reviewed in 1981, although the level of work difficulty and the level of responsibility for completing tasks independently has increased in conjunction with increases in the volume of work and the complexity of labor law and collective bargaining agreements.

The primary duties assigned to the subject position include:

- o collecting and analyzing data and preparing reports, documents and recommendations in support of labor relations activities.
- o representing the department in contract negotiation sessions, labor/management meetings, grievance investigations and hearings, and related situations.
- o provide interpretation and guidance in the application of labor agreement provisions and related rules, regulations and laws.
- o maintain department compliance with union security provisions of contracts and communicate membership compliance provisions to department employees

PERTINENT ALLOCATION FACTORS - REPORT #115-91 - PAGE THREE

- o develop, generate and coordinate automated tracking and reporting systems
- o supervise one clerical subordinate

As noted in the department's response to Council Resolution #26813, the above tasks are performed in support of the work assigned to the Labor Relations Coordinator.

The subject position's current title, Program Assistant, is obsolete and this is, in fact, the only position in the City that is still allocated to it. The duties and responsibilities were compared with those associated with other personnel-related titles, such as Personnel Specialist and Personnel Analyst, and found to be specialized enough to warrant the development of a new class specification, Assistant Labor Relations Coordinator (#2154003).

Based on this review, the proper allocation of position #012539 is to the classification of Assistant Labor Relations Coordinator, effective December 30, 1985, the date that City Light requested a classification review.

Position Identification and Source of Request

Position No. 012475 is located in the Account Services Division of City Light where it performs the full range of Customer Service Representative, Senior duties. The current incumbent, Sandra Scott, has performed the senior level duties since she was appointed to the position on April 8, 1992. The Department has requested correction of a Classification Project reallocation that was legislated by Second Quarter 1996 Personnel Ordinance.

History

Position No. 012475 was reallocated to "*Customer Service Representative*" as a part of the Classification Project. That allocation was based on a 1988 Arthur Young PDQ completed by an employee occupying Position No. 012475 as a "*Customer Service Representative*" in-lieu-of "*Customer Service Representative, Senior*". In 1991 and 1992 the Customer Service function at the Department was reorganized and in April 1992, the current incumbent was appointed to this position where she has been performing the full range of Customer Service Representative, Senior duties since her appointment.

Recommendation

Based on our review of position documentation and information provided by the Department, we recommend reversal of the Classification Project allocation to "*Customer Service Representative*". We also recommend that the current incumbent not be affected by the erroneous allocation.

10/24/96 NOTE RE Class Project Report #2052504 dated 4/18/96: Position No. 012475 was classified as a Customer Service Rep, Sr., and filled as a CSR in-lieu-of CSR, Sr. by Katrina J. Gabrielson from 2/29/84 until 3/17/92. The recommendation herein does not affect Ms. Gabrielson because the work she performed was at the CSR level during her incumbancy.

S.L.Nicholson, Analyst

CLASSIFICATION DETERMINATION

Date: July 19, 1996

Report No. 96114

POSITION IDENTIFICATION

Department: City Light
 Classification Title: Electrician Constructor- Operator Incumbent
 Ordinance Title: Electrician Constructor- Operator Incumbent
 Position Number: 013755
 1995/6 Budget Log No.: N/A
 Bargaining Unit: 077 Current Salary: \$24.44

RECOMMENDED ACTION

Classification Title: Senior Systems Analyst
 Ordinance Title: Senior Systems Analyst
 Legislation Required: Yes
 Bargaining Unit: 030 Recommended Salary: \$23.18-\$27.03 (Range 37.5A)
 Remarks: See next page for pertinent allocation information.

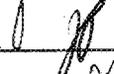
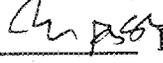
INCUMBENT STATUS

Incumbent:
 Current Standing: N/A
 Recommended Standing: N/A

In recommended standing, incumbent status is:

Regular;	Probationary;	Temporary (Exam Required)
Authority: Personnel Rule -		
2.3.100;	2.3.200;	2.3.300

Remarks: Position is being underfilled as an Accounting Technician III ilo Electrician Constructor-Operator Incumbent- (James Schaeffer).

Recommended By: James Woo  Classification/Compensation Analyst
 Approved: John Pearson  Classification/Compensation Supervisor
Lidia Santiesteban  Classification/Compensation Director
Sarah Welch  Personnel Director

SOURCE OF REQUEST

This position is being reviewed at the request of City Light management in response to a reorganization within the Information Technology Division whereby the Utility's information technology functions, personnel and applications are being centralized.

POSITION HISTORY

Please refer to the copy of the position history card included in the position file.

SCOPE OF REVIEW

Review of this position included analysis of the following:

- Position Description Questionnaire submitted for this review;
- Class Specification Nos. 2350004- Management Systems Analyst and 2100505- Senior Systems Analyst;
- Organizational chart;
- and position file contents.

STATEMENT OF DUTIES

The purpose of this position is to serve as technical specialist on the North Service Center enterprise/LAN server by performing the following:

- Determine requirements, develop specifications and assists with the procurement of server hardware.
- Install, configure and maintain all server hardware.
- Determine requirements, develop specifications and procure operating systems and other software.
- Install, configure and maintain server operating systems and other LAN based software.
- Determine requirements, develop specifications and procure security and management software.
- Perform all required server security and file management operations.
- Determine requirements, develop specifications and procure peripheral hardware/software.
- Manage server memory, performance and storage.
- Integrate new technologies into new or existing systems.
- Determine business and application requirements, develop application and database design, provide development and support multi-divisional applications.

NOTE: For a more complete listing of duties and responsibilities, please refer to the Position Description Questionnaire submitted for this review and included in the position file.

ANALYSIS

Positions allocated to the Management Systems Analyst classification provide 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 organizational changes. The focus on technical systems functions, rather than management operations analysis and support, as well as the complexity of the systems work combined with its technical lead or project manager duties places the body of work outside the Management Systems Analyst classification. The Senior Systems Analyst classification is the more appropriate classification for the subject position's body of work, i.e., planning, developing, coordinating and analyzing data processing systems to determine feasibility and practicality of requested services; diagnosing system failures to isolate source of problem between equipment, system software and application programs; and may serve as lead to subordinate staff. The work at the senior analyst level also requires considerable knowledge of system design and development practices; concepts and methods appropriate to a speciality.

RECOMMENDATION

Based on the duties and responsibilities of this position, it is recommended this position be reclassified to Senior Systems Analyst effective 4/28/95 which represents the date the work of the position changed to its current level in the Information Technology Division's reorganization.

Position Identification and Source of Request

Position No. 018303 is located in the Conservation Contract Unit (CCU) of the Energy Management Services Division. Effective January 1, 1994, the Conservation Contract Unit was reorganized to include administration of commercial and industrial conservation contracts as well as the residential conservation contracts. The request to review this position came as a result of the reorganization and the addition of commercial and industrial contracts.

Scope of Review

This review is a result of:

- A thorough file audit (including the Position Description Questionnaire [PDQ] completed on May 3, 1995);
- A review of organization charts provided with the request;
- An interview of the acting Administrative Staff Analyst in the Division;
- Several discussions with the supervisor; and
- Review of relevant classification specifications.

Summary of Work

According to the PDQ submitted with the request, Position No. 018303 is responsible for developing and maintaining data processing and tracking systems to support conservation programs. According to supervisor remarks, the employee develops and maintains the tracking systems for various residential conservation programs (e.g. "Super Good Cents," "Multifamily Program," etc). Maintenance includes all data entry and reporting as well as preparing ad hoc reports required. Supervision amounts to "limited" oversight. That is, the supervisor reviews overall objectives, deadlines and project requirements. The employee carries out the work, asking questions when project conflicts arise or work priorities are unclear.

Analysis

The work of this position appears similar to certain systems-related titles in the City's classification system. For comparative purposes, we reviewed the *Management Systems Analyst* classification (Schematic No. 2350004), the *Systems Analyst* class (Schematic No. 2100504) and the *Programmer Analyst* class (Schematic No. 2100004). We also compared the work to its current classification: *Research and Evaluation Assistant* (Schematic No. 2003303).

According to the class specification, *Management Systems Analyst* positions "... analyze and evaluate the effectiveness of operating procedures; and devise the most efficient methods of accomplishing work in areas such as planning, policy development, . . . or similar areas with the objective of improving managerial effectiveness. . ." In comparison, this position spends about 70% of its time developing, modifying, maintaining and supporting database information systems. These duties include the input of all data generated in the CCU and preparing regular and ad hoc reports needed by the unit and division. The MSA class spec and this work are similar in terms of research and analysis. However, the incumbent in this position does not make recommendations, nor is it expected to have knowledge of management theories, techniques or methodologies. Therefore, the MSA class is not appropriate for the work of Position No. 018303.

According to the Class Summary, a *Systems Analyst* (SA) position performs a full range of system design, development, implementation and maintenance activities related to data processing systems. An SA also gives technical advice and user support in software and hardware use. Like the subject position, those classified as *Systems Analysts* may design and maintain databases. However, the size, complexity and user types are significantly greater than the databases this position manages. The *Systems Analyst* classification is not, therefore, appropriate for this work.

We then reviewed the *Programmer Analyst* classification for comparability. Schematic No. 2100004 states that *Programmer Analysts*:

... serve as project members in carrying out assigned portions of project requirements. The work requires knowledge of . . . concepts and methods appropriate to a specialty, such as . . . system and application software."

The *Programmer Analyst* classification is not appropriate because the complexity of the position's work does not require the knowledge of concepts and methods associated with a specialty. Positions in this classification generally serve as members of systems development teams working on a computer system design. In comparison, this position develops and maintains a database using a specific application. This work involves research of data generated by other members of the Conservation Contracts Unit

Finally, we compared the work of this position to Schematic 2003303. A *Research & Evaluation Assistant* position:

Performs moderately difficult research and statistical or program evaluation analysis. Work involves analyzing and evaluating data, and preparing analytical and narrative reports or reports in a spreadsheet format that provide information on program status.

To compare: this position defines data elements necessary to meet tracking goals. The position also requires independent judgment on appropriate methods and formulae for

extracting or manipulating data and producing reports. According to the PDQ submitted for this review, the incumbent in this position spends 85% of the time:

Maintain[ing] and support[ing] database information systems. . . and develop[ing] or modify[ing] database applications for new or existing residential conservation programs . . . evaluating software, reviewing purchasing contracts . . . documenting user requirements . . . test[ing] and assist[ing] in program implementation. . .

After comparing the core duties of this position to the most relevant class specifications, we find that the current classification, *Research & Evaluation Assistant*, is the most appropriate.

Recommendation

Following our review of information submitted with this request and other information, we recommend that Position No. 018303 remain classified as a *Research & Evaluation Assistant*.

10/23/96 NOTE RE EFFECTIVE DATE: The classification action resulting from this report is to change the Classification Title only. The effective date of this action should be the date of the reorganization: January 1, 1994. The Class Project resulted in changing the "Research & Evaluation Assistant I" to "Research & Evaluation Assistant" title with no change in the body of work.



CLASSIFICATION DETERMINATION REPORT

Date: May 10, 1996

Report No. 96-0759

POSITION IDENTIFICATION

Department: City Light
Classification Title: Rights-of-Way Maintenance Worker
Ordinance Title: Rights-of-Way Maint. Wkr.
Position Number: 013385
Bargaining Unit: 019
Current Salary: \$16.62, \$17.25
(Salary Range N/A)

Remarks: Position history information is available in the Records Unit of the Personnel Department

RECOMMENDED ACTION

Classification Title: Senior Rights-of-Way Maintenance Worker
Ordinance Title: Rights-of-Way Maint. Wkr, Sr.
Legislation Required: Yes
Recommended Salary: \$16.96, \$17.62, \$18.29
(Salary Range N/A)
Rec. Bargaining Unit: 019
Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbent:
Current Standing: Rights-of-Way Maintenance Worker
Recommended Standing: Senior Rights-of-Way Maintenance Worker
In recommended standing, incumbent status is:
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

Position Identification and Source of Request

This review is a result of a Step 3 Expedited Grievance filed on behalf of the incumbent by Local 1239, Public Service & Industrial Employees. The grievance, filed November 30, 1995, alleges that the incumbent is performing duties and responsibilities beyond the current position classification of "*Rights-of-Way Maintenance Worker*." On April 22, 1996, City Labor Relations submitted documentation on Position No. 013385 for a formal classification review.

Position No. 013385 is one of six positions located in the South Right-of-Way Maintenance work group supervised by a Transmission Lineworker Crew Chief. Both North and South Right-of-Way Maintenance crews report to the Vegetation Manager who is located at the South Service Center of City Light.

Scope of Review

The review of this position consisted of the following:

- (a) Documentation and Position Description Questionnaire submitted with the grievance letter dated November 30, 1995;
- (b) Class Specification #9159004 for "*Rights-of-Way [ROW] Maintenance Worker*";
- (c) Class Specification #9159006 for "*Senior Rights-of-Way [ROW] Maintenance Worker*";
- (d) Meeting with City Labor Relations, Local 1239 Business Manager, and the incumbent on March 5, 1996;
- (e) Telephone interview with Vegetation Manager on May 10, 1996.

Summary of Work

This position is responsible for performing various maintenance tasks under high voltage wires along City Light transmission line rights-of-way and access roads. Included in these duties are topping, trimming and removing trees on or near power lines; building, repairing, or otherwise maintaining roadway rights-of-way structures such as fences, gates, log barriers, ditches and culverts.

The incumbent in Position No. 013385 performs full lead duties in carrying out the responsibilities of rights-of-way maintenance. More than 50% of the position's time is spent as a working supervisor, training and leading the work of two to five employees in performing the activities described above. The position is responsible for ensuring that coworkers are: taking proper care of tools and equipment, trimming and cutting trees correctly and safely, then disposing of debris appropriately.

Analysis

The journey level, *ROW Maintenance Worker*, class specification (Schematic #9159004) states that employees in this classification work "... under continuing supervision and must be able to perform routine tasks productively and independently as assigned." [emphasis added].

According to information provided with the grievance, the incumbent in this position usually works well beyond the scope of its current class. Often working in remote locations with minimal supervision, the incumbent is expected to perform all aspects of journey-level work as well as train and lead other rights-of-way maintenance workers. Finally, the employee must be prepared for unexpected situations that may arise in performing these responsibilities.

According to Class Specification (Schematic #9159006) for the *Senior ROW Maintenance Worker*, positions at this level "Supervise . . . crews in performing a wide variety of maintenance tasks under high voltage wires along City Light transmission line rights-of-way and on reservoirs and access roads." The specification goes on to state that positions at this level work under minimal supervision and are expected to "[d]etermine appropriate methods of road repair, and falling trees near transmission lines . . ." The specification also identifies a need for "[s]pecialized knowledge of the practices, methods, and equipment of the logging trade . . ." along with a knowledge of ". . . hand and power tools, and supervising crews." [emphasis added]

The language of the class specification for "*Senior Rights-of-Way Maintenance Worker*" implies that positions in this class must perform full supervisory duties in the conventional sense, i.e. conduct performance evaluations, authorize vacation and sick leave and participate in disciplinary actions. Despite that implication, the Class Specification (Schematic No. 9159006) states that an employee at the senior level "[t]rains crew members . . . [t]rims, cuts, and fells trees . . . [b]uilds and maintains bridges. . ." making clear that senior-level positions are expected to perform as working leads who are afforded minimal supervision. Working leads do not perform the full range of supervisory functions identified above.

Performance evaluations and disciplinary actions are not the responsibilities of this position. However, documentation submitted with the grievance, the telephone interview with the position's manager and other research made clear that the incumbent carries out the duties of a working lead as conventionally practiced and described in the City of Seattle Classification System.

According to documentation submitted with the grievance, meeting notes and the telephone interview, we believe the work of this position is well beyond its current classification, "*Rights-of-Way Maintenance Worker*." Rather, it is consistent with the senior level of the Rights-of-Way Maintenance Worker series.

Recommendation

After a thorough review of documentation submitted with the grievance and other file materials, we recommend that Position No. 013385 be reclassified from "*Rights-of-Way Maintenance Worker*" to *Senior Rights-of-Way Maintenance Worker* with the ordinance title of "Rights-of-Way Maint Wkr, Sr", salary steps \$16.96, \$17.62, \$18.29 [1996 rates]. According to Section 20.5 of the collective bargaining agreement, the effective date of this action is October 31, 1995 which is 30 calendar days prior to the filing of the grievance.



CLASSIFICATION DETERMINATION REPORT

Date: October 23, 1996

Report No.95-0112Rev

POSITION IDENTIFICATION

Department: City Light
Classification Title: Systems Analyst
Ordinance Title: Systems Analyst
Position Number: 017262
Bargaining Unit: 034
Current Salary: \$19.68-20.52-21.31-22.13-22.99
(Salary Range N/A)

Remarks: Incumbent occupies Pos. No. 017262 as an Assistant Systems Analyst in lieu of Systems Analyst. Position history information is available in the Records Unit, Personnel Department

REVISED RECOMMENDED ACTION

Classification Title: Senior Management Systems Analyst
Ordinance Title: Senior Management Systems Analyst
Legislation Required: Yes
Recommended Salary: \$23.18 -- 27.03
(Salary Range 37.5A)
Rec. Bargaining Unit: 030

Remarks: See next page for pertinent allocation information.

REVISED INCUMBENT STATUS

Incumbent:
Current Standing: Assistant Systems Analyst
Recommended Standing: Senior Management Systems Analyst
In recommended standing, incumbent status is:

Regular;	Probationary;	Temporary.
<input checked="" type="checkbox"/> 2.3.100;	<input type="checkbox"/> 2.3.200;	<input type="checkbox"/> 2.3.300.

Remarks:

Recommended:

SharonLee Nicholson *sln*

Classification Analyst

Approved:

John Pearson *J.P.*

Classification Supervisor

Lidia Santiesteban *LS*

Classification/Compensation Director

Sarah Welch *Mary Su*

Personnel Director

Position Identification and Source of Request

Position No. 017262 is one of a number of positions incorporated into the Information Technology Division reorganization effective May 26, 1995. The goal of the reorganization was to centralize all City Light information systems functions including networks, desktop systems, special computer programs and support services. This position was placed in the Material Management System (MMS) and Spare Parts System (SPARE) Group of the Customer Management Systems Unit. The incumbent currently occupies the position as an Assistant Systems Analyst *in-lieu-of* Systems Analyst.

Scope of Review

This review consisted of:

- Two similar Position Description Questionnaires (PDQs) for Position No. 017262 submitted in June and August 1995;
- A memo dated May 24, 1995 from the incumbent to the Information Technology Director requesting reclassification to *Senior Systems Analyst*;
- Classification specifications relevant to the work being performed;
- Organization chart dated May 1995 depicting the reorganization;
- Notes from meetings with the Information Technology Division Director in 1995 regarding the Division reorganization;
- Telephone interview of the Acting Manager of Customer & Management Systems;
- Personal interview of the current incumbent.

By Ordinance No. 118090, Classification Report No. 2100504, this position was allocated to the classification, *Systems Analyst*. The Project allocation was based on information several years old; therefore, this review will ensure that the work now assigned to the position is appropriately classified.

Summary of Work

The reorganization chart shows this position along with two Senior Systems Analysts reporting to a Principal Systems Analyst in the MMS and SPARES work group. According to the supervisor, this position coordinates, analyzes and tests the Department's Material Management Systems and interfaces. The incumbent is lead staff person responsible for analyzing business processes and procedures, relating them to the software. This involves meeting with management and other end users and defining systems needs and later, testing components throughout the design process and providing liaison to management through the design and implementation of the system.

Analysis

The title, *Assistant Systems Analyst*, is not classified; however, we reviewed the work of positions currently paid at that level for comparability. Then, we compared the work of the position to several classifications; in particular, the position's current class, *Systems Analyst* (Schematic #2100504), the *Senior Systems Analyst* (Schematic #2100505) and the *Management Systems Analyst (MSA)* (Schematic #2350004) and *Management Systems Analyst, Sr.* (Schematic #2350005) series. We reviewed the *MSA* classes to determine the primary category of the work performed: management systems or computer systems. We reviewed the senior levels of the *SA* and *MSA* series to help establish the level of complexity the work of the position.

Comparison -- Ordinance Title, Assistant Systems Analyst

The typical duties of an Assistant Systems Analyst include assisting or participating in the design, development, implementation and maintenance of data processing systems. Differences between the *Systems Analyst* classification and *Assistant Systems Analyst* work exist primarily in required supervision and complexity of the work. A typical appointment to the *Assistant SA* title would be a new two-year graduate with academic but not practical experience in systems analysis.

The level of work assigned to this position is well beyond the *Assistant Systems Analyst*. For instance, the position is required to understand multiple business functions related to the MMS system and how they interact with each other and the system. The position also leads user groups as they make recommendations for system modifications. In this role, the need to work with minimal supervision is central.

Comparison -- SA & MSA Series

The Management Systems Analyst class series was used broadly throughout the City in the past as a professional staff generalist. As technology evolved, the class often was used for newly developed data processing functions. With the creation of the Systems Analyst class series, a more definitive line was drawn between Management Systems and Systems Analyst job functions.

Generally, the difference between the *Management Systems Analyst* and *Systems Analyst* series relates to the place of the computer in the work. For the positions classified at one of the *Management Systems Analyst* levels, the computer represents one of several tools available to provide information and reports to department management. Management information and reports represent the core focus of positions in that series. In comparison, positions classified in the *Systems Analyst* series are assigned duties for which the computer (hardware, software, networks) and related systems represent the core focus.

According to the PDQ, the incumbent spends 20% of the time:

... administer[ing], support[ing] and maintain[ing] the portion of the MMS application which includes six major modules, several smaller subsystems and interfaces. . .

The incumbent states in the May 24, 1995 memo that:

MMS is a complex statistical and planning application which also has a high transaction volume. As the Department continues to reorganize, the task of advising Managers and Directors throughout the Department presents an ongoing project lead workload.

The above statements appear intended to support the incumbent's request for reclassification to the *Senior Systems Analyst* class. However, the PDQ, organization chart and other research confirm that this position works in the capacity of a *Management Systems Analyst*, performing business analysis and providing systems liaison services to department management. To elaborate, the incumbent leads user groups in developing needs assessments, and describing business process, procedures and rules. The incumbent in this position has contributed extensively to the Request for Proposal (RFP) for supplying a bar-coding system for the utility. The RFP is to select a vendor to design, develop and implement a bar-coding system for the department's material management during 1997. According to my discussion with the incumbent, the RFP is a joint activity with another analyst in the unit. The work of this position is consistent with the *Management Systems Analyst*, rather than with the *Systems Analyst* series requested by the Department.

Comparison - MSA Class Specifications

We compared the work of this position to the class specifications for *Management Systems Analyst* (#2350004) and *Senior Management Systems Analyst* (#2350005). The essential difference between the journey and senior level of the *Management Systems Analyst* classification series is the difference in individual judgment required and the difference in complexity. Other differences are in: [a] scope of responsibility (e.g. project management), [b] complexity of work or project, and [c] size of project. At the *Senior* level, a position in this series is fully responsible for long-term projects and usually works across divisions and departments to manage projects. A *Senior* also may supervise staff.

In contrast, a position at the journey level is not ultimately responsible or accountable for a project. An *MSA* generally works on a team, under general supervision and within one department. An *MSA* is expected to provide management with recommendations for information systems and prepare

comprehensive reports and correspondence. Finally, a position at the journey *MSA* level also will perform business analysis and technical liaison assistance for Divisions in the development of computer systems or applications.

Comparison - Other Positions

Other positions in the Information Technology Division are responsible for work that is comparable to that of the subject position. They are analytical positions with strong management perspective providing liaison services to department management and to computer systems designers as various applications are developed and implemented. One such position (No. 019963) located in the Utility Management Systems Unit is classified as a *Management Systems Analyst*. The employee provides management liaison services for applications development. Like the incumbent in the subject position, the employee in Position No. 019963 conducts user group meetings and works to define business procedures and systems: all necessary information for *Systems Analysts* in designing applications or unique systems for the utility.

We also compared this position to a similar position in the Account Services Division of City Light. This position compares favorably in series but not in level with Position No. 023498 in Account Services. The areas of difference between the positions are in project size, individual responsibility and extent of independent judgment.

The Account Services Division position (No. 023498) is individually responsible for managing the Department's Interactive Voice System. This management activity included researching and designing system specifications, writing an RFP and conducting the selection process for the vendor.

The incumbent in Position No. 023498 is responsible for designing, developing, implementing and maintaining the IVR system. This includes development of planning, measurement and reporting tools for management's use in evaluating the system. The incumbent works with a Senior Systems Analyst who focuses on the computer systems of the IVR. The *Senior MSA* is responsible for designing and implementing management systems based on "Force Management" process which results in tools that assist management. The *Sr. MSA* produces tools for use in budgeting and evaluating workload and workforce forecast with actual on a weekly and monthly basis. This position is also responsible for training managers, supervisors and staff on the IVR system.

According to the organization chart, the subject position, along with two *Senior Systems Analysts* and a supervisor (*Principal Systems Analyst*) supports the MMS and SPARES systems. The PDQ states in Block 14.B that this position is responsible for project lead work about 30% of the time. It is clear from available documentation that the incumbent

in this position leads user groups and meets with management to make recommendations and to exchange information concerning the development of the MMS system. This position does not manage the project nor is it responsible for the project's success or failure. Based on the research, the incumbent is working at the level of complexity consistent with the journey level classification.

Comparison--Position No. 022481 in SFMS Work Unit

The incumbent specifically requested a comparison of this position to Position No. 022481, also in the Information Technology Division. Position No. 022481, a Senior Systems Analyst, is responsible for supporting, maintaining and coordinating the SFMS system. Fifty percent of the position's work spans system administration, system coordination and project management. The position serves as lead administrator supporting City Light's use of SFMS including eight major applications, several subsystems and various interfaces. As project manager, the position incumbent writes work plans, assigns elements of work, documents design and testing steps, develops training programs and training manuals. About 20% of this position's time is spent on complex systems analysis, writing system specifications and developing systems designs.

The position reviewed here is responsible for similar activities; however, the emphasis of this position is predominantly liaison for multiple business functions and leading user groups through designing the Bar Coding Project as well as implementing user requests for system enhancements.

Recommendation

Based on our review of the available information, we recommend that Position No. 017262 be reclassified to the Management Systems Analyst classification effective with the reorganization of the Information Technology Division or April 26, 1995. For those occasions when the position is used for Senior Systems Analyst level work, we recommend using an out-of-class assignment. We also recommend that the current incumbent's status be "Temporary" pending a qualifications audit or a selection process.

REVISED RECOMMENDATION -- October 23, 1996

At the request of the incumbent, the Classification & Compensation Unit conducted a reconsideration hearing on October 23, 1996. The board consisted of Lidia Santiesteban--Class/Comp Director, John Pearson--Supervising Personnel Analyst and James Woo, Senior Personnel Analyst and the Classification Analyst who prepared this report, Sharon Lee Nicholson, also attended. The incumbent, Ellen Francis, prepared an extensive written response for the hearing. Also, she was accompanied at the hearing by her manager, Joel Jeffress. Based on the results of the reconsideration hearing, the recommendation here is revised to "Senior Management Systems Analyst" with no change in the effective date. Also a result of information provided at the hearing, the recommended status is revised to "Regular".

CLASSIFICATION DETERMINATION REPORT

Date: December 17, 1996

Report No.: 96-799

POSITION IDENTIFICATION

Department: City Light

Classification Title: Systems Analyst

Ordinance Title: Systems Analyst

Position Number: 016842

Bargaining Unit: 034

Current Salary: \$19.68 - \$22.99 (Range - None)

RECOMMENDED ACTION

Classification Title: Systems Analyst, Sr.

Ordinance Title: Systems Analyst, Sr.

Legislation Required: Yes

Recommended Salary: \$23.18 - \$27.03 (Range 37.5A)

Recommended Bargaining Unit: 030

Remarks: *(See next page for pertinent allocation information.)*

INCUMBENT STATUS

Incumbent:

Current Standing: Systems Analyst

Recommended Standing: Systems Analyst, Sr.

In recommended standing, incumbent status is:

Regular Probationary Temporary (Exam Required)

Authority: Personnel Rule -

2.3.100 2.3.200 2.3.300

Remarks:

APPROVED: Carla H. Coward *che* Sr. Classification Analyst

John Pearson *J* Classification Supervisor

Lidia Santiesteban *LS* Classification/Compensation Director

Sarah Welch *sw* Personnel Director

SOURCE OF REQUEST/POSITION IDENTIFICATION

This position was previously reviewed in the Classification Project, which retitled the position from a Data Processing Systems Analyst to a Systems Analyst on the 1994 Fourth Quarter Ordinance. Subsequently an appeal was filed. The Appeals Examiner final classification allocation determination report dated February 10, 1994 (Case #122093H) upheld the Project's decision to classify this position at the Systems Analyst level with the Personnel Director's concurrence. The Personnel Director's decision is final in the Classification Project appeals process and completes the administrative procedures available to the appellant on this appeal.

The appellant believes that new information, not submitted with this appeal, might result in a different determination, and has submitted to Class/Comp a request for a new review as permitted under Class/Comp classification review standard procedures. The incumbent contends that she has been performing work at the same level of complexity and responsibility as two other positions within the same division of City Light, (position #'s 012163 & 017198) who have been reclassified to Senior Systems Analyst.

The purpose of the Financial Information Systems/SFMS Unit is to maintain City Light's use of the Seattle Financial Management System (SFMS) and other supporting subsystems and interfaces. SFMS incorporates payroll, accounts payable, purchasing, general ledger, and cost systems.

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;
- Appeals Examiner Final Classification Allocation Report;
- Class Specifications # 2100004 & 2100005;
- Position Record Cards;
- Organizational Chart;
- and other records available internally.

STATEMENT OF DUTIES

The essential purpose of this position is to manage individual projects within the scope of systems for the SFMS unit. Performs or directs the performance of, systems analysis, system design, programming and implementation activities; analyzes and develops technical solutions to systems problems; maintains systems. Plans, coordinates and manages projects that involve other members of the SFMS team. Interacts with managers and accountants.

NOTE: For a more complete listing of this position's responsibilities, see the Position Description Questionnaire (PDQ), dated April 24, 1996 submitted for this review.

ANALYSIS

The incumbent in this position contends that she has been performing work at the same level of complexity and responsibility as incumbents in two other positions within the same division at City Light. Those two positions are A. Woo, position number 012163 and E. LaFond, position number 017198. These positions were classified through the Project as Systems Analyst. After three PDQ's and various appeal reviews by Class/Comp, the Appeals Examiner and the Civil Service Commission, the reclassification request was approved at the Senior Systems Analyst level. This approval was based on the level of complexity, multiple language capability, span of program/project impact, lead work and project management responsibilities as stated in the last PDQ submitted in 1994.

A comparison of the work of this position to the Systems Analyst and Senior Systems Analyst classification specifications were made.

The duties of incumbents in Systems Analyst positions entail performing a full range of system design, development, implementation and maintenance activities related to data processing systems; and the provision of technical advice and support to users in the proper use of hardware and/or software.

The duties of incumbents in Senior Systems Analyst positions entail planning, developing, coordinating and analyzing data processing systems to determine feasibility and practicality of requested services; the diagnoses of system failures to isolate sources of problems between equipment, system software and application programs; and may coordinate and/or serve as lead to subordinate staff. The work requires considerable knowledge of system design and development practices, concepts and methods appropriate to a specialty.

The Senior Systems Analyst class is the best match. This position functions as technical lead on complex financial systems projects, including lead analyst of SFMS projects which include direction of team member participation and the setting of priorities and direction for each team member's workload according to user specifications. Provides consultation and technical advice to co-workers, supervisors and users. Services ad-hoc and maintenance requests, applying the knowledge of a variety of software skills, including expertise in different programming languages, operating systems and database architectures.

RECOMMENDATION

The subject position is adequately described by the Senior Systems Analyst classification and we recommend that position #016842 be classified as Senior Systems Analyst.

The incumbent has requested that the reclass be effective October 14, 1992. I believe this date is inappropriate. The incumbent was in a temporary, interim DPSA position from the date of hire (10-14-92) until 4-28-93, when the position was made permanent. The Classification Project changed the title only from DPSA to SA. Three position description questionnaires submitted through 1994 were reviewed (in the file and as reflected above). Those documents all support the allocation of that body of work to Systems Analyst.

At the time of the reorganization in 1995, the work transferred from Finance Division to the IT Division and John Anthony stated in an August 2, 1995 memo that

“When we reorganized the IT functions of the Utility and transferred employees into new units with the Division in the first quarter of this year, we did so with their existing classifications in mind. We were diligent in placing employees into new positions appropriate for their classifications.”

Prior to the reorganization this position was classified appropriately as a Systems Analyst. Since the reorganization on April 26, 1995, the work of the position has changed sufficiently to be consistent with the senior level.

Therefore, I recommend reclassification of position #016842 to Senior Systems Analyst with an effective date of April 26, 1995.



CLASSIFICATION DETERMINATION REPORT

Date: November 26, 1996 Report No. 96-885

POSITION IDENTIFICATION

Department: City Light
Classification Title: Machinist Specialist
Ordinance Title: Machinist Specialist
Position Number: 017575
Bargaining Unit: 012 Current Salary: \$14.52 - 15.70 (Range: N/A)

RECOMMENDED ACTION

Classification Title: Hydroelectric Maintenance Machinist
Ordinance Title: Hydroelectric Maintenance Machinist
Legislation Required: Yes Recommended Salary: \$19.95 - 22.01 (Range: N/A)
Bargaining Unit: 012
Remarks: See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent: Vacant
Current Standing: Machinist Specialist
Recommended Standing: Hydroelectric Maintenance Machinist
In recommended standing, incumbent status is:
Regular; Probationary; Temporary.
[] 2.3100; [X] 2.3.200; [] 2.3.300.
Remarks:

Recommended: Team 2 *[Signature]* Classification Analyst(s)
Approved: John Pearson *[Signature]* Classification Supervisor
Lidia Santiesteban *[Signature]* Classification/Compensation Director
Sarah Welch *[Signature]* Personnel Director

Position Identification and Source of Request:

This position was reviewed as a result of departmental request. Position No. 017575 is located in the Power Generation Division of the City Light Department. This Division is responsible for maintaining the Boundary Hydroelectric Project. The Project consists of the dam, waterways, powerhouse and service areas. The Powerhouse contains six hydroelectric units with a total output of 1050 MW producing 54% of the City Light owned generation.

Scope of Review:

This review consisted of an analysis and evaluation of the subject position by a team of Classification analysts (Gail Thompson, Barbara Martin and Trish Bourdeau) which consisted of the following:

- ◆ the Position Description Questionnaire (PDQ) dated August 28, 1996;
- ◆ comparisons of class specifications in the Station Machinist and Hydroelectric Groups;
- ◆ additional information submitted by the incumbent and immediate supervisor reflecting the position's duties and responsibilities;
- ◆ comparison to similar positions; and
- ◆ review of the organization unit affecting the subject position.

Background:

According to departmental management the subject position is required to perform journey level machinist duties such as diagnosing and repairing malfunctioning hydroelectric generators, turbines, governors and other associated auxiliary equipment with limited supervision, including leading coordination of projects between Seattle City Light, Engineering and on-site contractors.

Summary of Work

The essential purpose of this position is to perform journey level machinist/mechanical diagnosis on hydroelectric generators by inspecting or adjusting, overhauling, repairing and manufacturing parts and equipment.

NOTE: *For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaire (PDQ), dated and submitted for purposes of this review.*

Analysis:

The subject position was originally created to assist journey level Hydroelectric Maintenance Machinists with the more difficult work, including basic machine tool operations and clean-up work. According to management, the above mentioned body of work was considered Machinist Apprenticeship work.

In 1993 a study of the Boundary Powerhouse preventative maintenance plan was authorized by the Superintendent of City Light. The Study identified the need for City Light to increase its staff by seventeen employees in order to maintain the plant at optimum levels. As a result, the subject position has been paid out-of-class as a Hydroelectric Maintenance Machinist in order to meet the goals and objectives set by the Study.

The primary duties of the position are:

- 65% Perform corrective maintenance and repair of hydroelectric generation equipment and auxiliary equipment, turbines, hydraulic governors and auxiliary equipment.
- 30% Repair and maintain heavy equipment and assorted vehicles; inspect and maintain overhead cranes and lifting equipment; fabricate, repair and/or re-manufacture parts, and related generator and auxiliary machinery parts, including specialized tools.
- 5% Maintain written records of repair and maintenance activities.

According to departmental management the subject position began performing the above mentioned duties in November 1992.

Comparison:

We reviewed and compared the duties and responsibilities allocated to the subject position with those outlined in the class specification of Machinist Specialist and Hydroelectric Maintenance Machinist. We found the work of these classes to be characterized in this manner:

Machinist Specialist: This is a semi-skilled trades class which, depending upon the location/area of assignment, duties include assisting other personnel in the maintenance, repair or overhaul of powerhouse, distribution, generation or substation equipment and facilities.

Hydroelectric Maintenance Machinist: Positions in this class perform maintenance and repair hydroelectric generation and distribution equipment, including inspecting, diagnosing and determining the appropriate method of repair, maintenance or fabrication.

Conclusion

We have reviewed the duties and responsibilities of the subject position with the specific objective of identifying the position's appropriate classification. We found that the duties and responsibilities currently assigned to the subject position (*maintaining and repairing hydroelectric generation and distribution equipment*) are duties and responsibilities typically assigned to positions within the Hydroelectric Maintenance Machinist class.

Recommendation:

Therefore, it is our recommendation that the subject position be allocated to the title of Hydroelectric Maintenance Machinist. According to Departmental Management, this action should become effective November 1, 1992.



CLASSIFICATION DETERMINATION REPORT

Date: September 16, 1996 **Report No** 96-839

Position Identification

Department: City Light
Classification Title: Accounting Technician I
Ordinance Title: Accounting Technician I-BU
Position Number: 014190
Bargaining Unit: 035 **Current Salary:** \$12.68 - \$14.14 (Salary Range 20.5B)

RECOMMENDED ACTION

Classification Title: Accounting Technician II
Ordinance Title: Accounting Technician II-BU
Legislation Required: yes **Recommended Salary:** \$13.65 - \$15.26 (Salary Range 22.5B)
Recommended 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.
<input checked="" type="checkbox"/> 2.3.100;	<input type="checkbox"/> 2.3.200;	<input type="checkbox"/> 2.3.300.

Remarks:

Recommended:	Team 2 <i>[Signature]</i>	Classification Analyst(s)
Approved:	John Pearson <i>[Signature]</i>	Classification Supervisor
	Lidia Santiesteban <i>[Signature]</i>	Classification/Compensation Director
	Sarah Welch <i>[Signature]</i>	Personnel Director

Position Identification and Source of Request:

This position was reviewed as a result of a management request.

Position History:

See individual position record card included in the file for detailed historical data concerning the position.

Scope of Review:

- ◆ the Position Description Questionnaire (PDQ), dated May 17, 1996;
- ◆ comparisons of class specifications in the Accounting Support class series;
- ◆ comparison to similar positions;
- ◆ review of the organization unit affecting the subject position;
- ◆ related classification file.

Background:

According to departmental management, the subject position was transferred from the Cost Accounting unit to the Accounts Payable unit in April, 1995, and at that time the position became responsible for processing invoice payments.

Summary of Work:

The essential purpose of the subject position is to review and authorize payment for approximately 9,000 invoices per year. The incumbent must research and resolve discrepancies and processes payments in the SFMS Accounts Payable and General Ledger systems.

NOTE: *For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaire (PDQ), dated and submitted for purposes of this review.*

Analysis:

Through our analysis, we found that the scope, range of duties and responsibilities currently assigned to the subject position most closely resemble those allocated to positions within the Accounting Support series. Therefore, having determined that the Accounting Support series is the most appropriate class, what remains to be determined is the appropriate classification level. This series consists of five levels and they are distinguished from one another by their respective degrees of difficulty, responsibility, accuracy required and the types and nature of contacts. The work is described in this manner:

Accounting Support Assistant: Positions allocated to this class provide a variety of routine and defined accounting support activities in the maintenance of accounting/financial records, processing of documents or bills, and/or the generating of reports. Reviews, sorts, batches, posts and balances entries to accounting/financial records and files. This class performs work requiring limited judgment and assignments are performed according to specific instructions.

Accounting Technician I: Positions in this class perform various accounting functions and tasks associated with the maintenance and updating of a set of accounting records. Assignments involve carrying out one or more segments in the maintenance of a complete set of accounts or accounting records such as payroll, accounts payable, accounts receivable, purchasing, et cetera.

Accounting Technician II: Positions in this class independently perform the full range of accounting records maintenance activities of an assigned accounting area or set of records i.e., payroll, accounts receivable, accounts payable, purchasing or other accounting functions.

Accounting Technician III: Positions allocated to this class serve as a lead worker over Accounting Technician positions engaged in the maintenance and preparation of accounting records and files and performs all accounting records maintenance operations and procedures pertaining to a complex set of accounts or accounting records.

Accounting Technician Supervisor: Positions allocated to this class supervise subordinates responsible for the performance of accounting functions and tasks associated with the maintenance and updating of accounting and account records. Monitors the work and performance of subordinates to ensure the accurate and timely processing of work according to established accounting methods and procedures.

Conclusion:

We compared the work of the subject position to the Accounting Support class series. The difference between the Accounting Technician I and II levels consists of complexity of tasks and level of supervision provided.

Our review found that the nature of the work assigned to the subject position requires use of independent judgment and minimal supervision. The assigned tasks involve independently researching, analyzing facts and presenting findings upon which important or costly decisions could be made such as taking advantage of discounts and avoiding late charges; resolving discrepancies between invoices and contracts; handling complicated tasks where the cost of correcting errors would be substantial in either time or money. These are tasks generally performed by positions allocated to the Accounting Technician II class.

Recommendation:

Therefore, it is our recommendation that the subject position be allocated to the title of Accounting Technician II. This action should become effective May 17, 1996, which is consistent with the date the incumbent signed the PDQ.



CLASSIFICATION DETERMINATION REPORT

Date: November 18, 1996

Report No: 96-897

POSITION IDENTIFICATION

Department: City Light
Classification Title: Hydro-Maintenance Worker I-Boundary
Ordinance Title: Hydro-Maintenance Worker I-Boundary
Position Number: 013210
Bargaining Unit: 077
Current Salary: \$13.63 - \$15.04
(Salary Range: N/A)

RECOMMENDED ACTION

Classification Title: Hydro-Maintenance Worker II-Boundary
Ordinance Title: Hydro-Maintenance Worker II-Boundary
Legislation Required: Yes
Rec. Bargaining Unit: 077
Recommended Salary: \$15.75
(Salary Range: N/A)
Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbent: Vacant
Current Standing: N/A
Recommended Standing: N/A
In recommended standing, incumbent status is: N/A
Regular; Probationary; Temporary.
[x] 2.3.100; [] 2.3.200; [] 2.3.300.

Remarks:

Recommended:

Approved:

Team 2 *km hock*
John Pearson *JP*
Lidia Santiesteban *LS*
Sarah Welch *SW*

Classification Analyst(s)
Classification Supervisor
Classification/Compensation Director
Personnel Director

**ABBREVIATED
POSITION DESCRIPTION QUESTIONNAIRE**

(This form is to be used for vacant positions and/or requests resulting from reorganizations)

DEPARTMENT/DIVISION: Seattle City Light/Power Generation Division

POSITION NUMBER: 0132 10

DATE REQUESTED: September 4, 1996

CLASSIFICATION REQUESTED: Hydro-Maintenance Worker II

POSITION PURPOSE: The purpose of Hydro-Maintenance Worker II at Boundary Powerhouse is to operate heavy equipment such as cranes, loaders, tractors, forklifts and dump trucks to clear culverts, ditches, roads and rivers of trash, mud and rock slides, snow and debris. Operate work boats for trash removal from log booms and trash rack. Utilize work boats for placement and removal of log booms from reservoir. Gather and submit waste water and domestic water samples. Facilitate in powerhouse, service areas and grounds clean up. Check and service fire fighting equipment.

POSITION SUMMARY:

Use the following space to summarize the essential duties and responsibilities assigned to the position. Briefly describe the work using action words.

	% of Time	Duties and Responsibilities Statements
1.	50%	Operate cranes and loaders to assist Boundary and Seattle crews in their jobs. Crane is used for cleaning culvert and trash from river. Operate overhead cranes for generator disassembly and assembly. Operate loader and dump truck for road maintenance, removing mud from ditches and snow removal and/or cleaning mud and rock slides. Operate boat to set up log booms and facilitate trash removal from trash racks to ensure proper water flow for generators.
2.	10%	Gathering and submitting domestic water samples to Department of Ecology. Maintain waste water digester system equipment. Take take samples and test influents and effluents to determine pH level, chlorine residual, suspended solids and temperature. Continuing education to maintain Wastewater Treatment Plant Operator Certification.

3. 10% Maintain vehicles and mobile equipment by checking and changing oil, checking tire pressure, fueling, keeping exterior and interior clean, greasing, tire change and repair. Maintaining adequate fuel supply for such vehicles.
 4. 25% Powerwash tunnel entrances. Sweeping and mopping of powerhouse floors. Clean carpets. Wash windows. Use roto rooter to clear plugged drains. Clean dust mops and retreat them with oil. Cleaning carbon dust from generator air housing, cleaning grease and oil from the generator turbine pit and other cleaning during generator maintenance. Maintain and sanitize locker rooms, comfort station, tourist restroom facilities and employee restrooms. Perform skills for HAZMAT clean-up if necessary. Clear brush, mow lawns, weedeating and general grounds upkeep
 5. 5% Check and service fire fighting equipment within the powerhouse, dam, garage, switchyard service areas.
-

POSITION ALLOCATION CRITERIA:

Duty #1, a primary secondary duty, is described in the class specification as:

Operate cranes and loaders to assist Boundary and Seattle crews in their jobs. Crane is used for cleaning culvert and trash from river. Operate overhead cranes for generator disassembly and assembly. Operate loader and dump truck for road maintenance, removing mud from ditches and snow removal and/or cleaning mud and rock slides. Operate boat to set up log booms and facilitate trash removal from trash racks.

Duty #2, a primary secondary duty, is described in the class specification as:

Gathering and submitting domestic water samples to Department of Ecology. Maintain waste water digester system equipment. Take take samples and test influents and effluents to determine pH level, chlorine residual, suspended solids and temperature. Continuing education to maintain Wastewater Treatment Plant Operator Certification

Duty #3, a primary secondary duty, is described in the class specification as:

Maintain vehicles and mobile equipment by checking and changing oil, checking tire pressure, fueling, keeping exterior and interior clean, greasing, tire change and repair. Maintaining adequate fuel supply for such vehicles

Duty #4, a primary secondary duty, is described in the class specification as:

Powerwash tunnel entrances. Sweeping and mopping of powerhouse floors. Clean carpets. Wash windows. Use roto rooter to clear plugged drains. Clean dust mops and retreat them with oil. Cleaning carbon dust from generator during maintenance. Maintain and sanitize locker rooms, comfort station, tourist restroom facilities and employee restrooms. Perform skills for HAZMAT clean-up if necessary. Clear brush, mow lawns, weedeating and general grounds upkeep.

Duty #5, a primary secondary duty, is described in the class specification as:

Check and service fire fighting equipment within the powerhouse, dam, garage, switchyard

REASON FOR THE REQUESTED CHANGE:

PLEASE SEE ATTACHED MEMO

James C. Collier
Supervisor or Requester Signature

09-05-96
Date

L. G. Green
Department Head Signature

Jay Zuh 09-20-96
Date

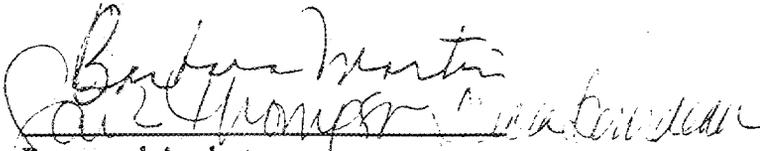
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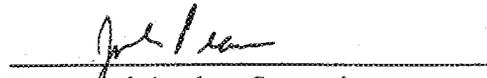
Title:

Approved as Requested: Yes No

Other Recommended Action:


Personnel Analyst

11/18/96
Date


Personnel Analyst Supervisor

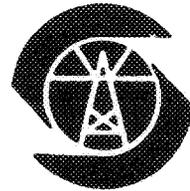
12/6/96
Date


Classification and Compensation Director

12/12/96
Date

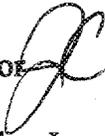

Personnel Director

12/17/96
Date



DATE: August 30, 1996

TO: Diane Hadi

FROM: Jim Collen, Boundary Powerhouse Supervisor 

SUBJECT: Reclassification of Hydro-Maintenance Worker I

The following is a brief staffing history of the Boundary Project, and, I believe, justification for reclassifying a Hydro-Maintenance Worker I (HMWI) to Hydro-Maintenance Worker II (HMWII).

When the Boundary Hydroelectric Facility started producing electricity in 1967, staffing was at a bare minimum; enough people to operate the plant. Equipment was new and preventative maintenance and corrective maintenance demands were low. As the years have gone by and the equipment has aged, preventative and corrective maintenance conditions have increased but staffing has not.

In 1993 an Employee Forum was held at the Boundary Powerhouse by the then Superintendent, Roberta Palm Bradley. Employees voiced their concerns to the Superintendent about the condition of the plant and their inability to keep up with the corrective maintenance let alone the preventative maintenance. The Superintendent recognized the employees' concerns and ordered a study be done of the condition of the Boundary Project and that deferred maintenance be identified. A group of eight employees worked on this project for eleven months and in December of 1994 published what is known as the Boundary Strategic Maintenance Plan. The plan also identified that seventeen (17) additional positions would be required to maintain this plant at optimum levels. It was also acknowledged that a major rehabilitation program would be necessary to bring this facility back to acceptable conditions. This major rehabilitation has come to be known as the Boundary Eighty-eight million dollars (\$88,000,000) worth of projects spanning over the next twelve years is known as the Boundary Rehabilitation Program and will begin in 1997.

Eight of the seventeen positions identified in the Study were to be filled in 1995 and 1996. The first five were available through abrogated positions from other SCL locations. Three positions, a HMWI, a HMWII, and a Hydroelectric Maintenance Machinist remain to be filled. Two six-month HMWI positions can be changed to two twelve-month positions through budgeting and the then reclassifying one HMWI to a HMWII. The HMWII is

Diane Hadi
August 30, 1996
Page 2

basically the same position, however, the HMWII allows for the use of heavy equipment, i.e., cranes, loaders, fork lifts and dump trucks. The additional flexibility with this position only affects the labor budget by approximately \$1,200. The Machinist position can be realized from our existing budget by reclassing the Machinist Specialist.

It is my conclusion that one six-month HMWI be changed to a HMWII through budgeting and reclassification before the Boundary Rehabilitation Program begins in 1997.

JCC/clh

CITY OF SEATTLE
PERSONNEL
DEPARTMENT



CLASSIFICATION DETERMINATION REPORT

Date: Oct. 16, 1996

Report No.: 96-857

POSITION IDENTIFICATION

Department: Construction & Land Use
Classification Title: Personnel Manager
Ordinance Title: Personnel Manager
Position Number: 016271
Bargaining Unit: 030 Current Salary: \$24.59-\$28.53 (Range: 39.0A)

RECOMMENDED ACTION

Classification Title: Manager
Ordinance Title: Manager X
Legislation Required: Yes
Bargaining Unit: 030 Recommended Salary: \$26.51-\$30.74(Range: 41.0A)
Remarks: See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:
Current Standing: Personnel Manager
Recommended Standing: Manager X
In recommended standing, incumbent status is:
 Regular; Probationary; Temporary.
Authority: Personnel Rule N/A
 2.3.100; 2.3.200; 2.3.300.
Remarks:

Recommended:

Team 110

Classification Analyst(s)

Approved:

John Pearson

Classification Supervisor

Lidia Santiesteban

Classification/Compensation Director

Sarah Welch

Personnel Director

This review was conducted by Class/Comp Team 1, consisting of Irene Ogunyemi, Jimmy Woo and Curt Funk. The report was prepared by Irene Ogunyemi.

Source of Request and Position Identification:

This position was reviewed as a result of a request from the management of the Department of Construction and Land Use (DCLU). Position # 016271 is located in the Personnel Unit of the Finance & Administration Services Division of DCLU, which is responsible for providing the Department with a full range of professional personnel support services, including hiring, classification, training, benefits administration, safety programs, EEO and affirmative action/cultural diversity and records maintenance.

Position History:

This position was created by Ordinance # 106020, effective January 1, 1977. A copy of the complete history of the position is in the position file for reference.

Scope of Review:

The review of the subject position included analysis of the following:

- ◆ Position Description Questionnaire (PDQ) submitted for this review;
- ◆ Comparison with Class Specification # 2155609 for Personnel Manager,
- ◆ Manager Classification Rating Guide;
- ◆ Stakeholder's meeting with Finance & Administration Services Division Director and the incumbent;
- ◆ Team One's review/analysis of subject position information;
- ◆ Review of the organizational charts affecting the subject position;
- ◆ Position history records and related classification files.

Summary of Work:

The essential purpose of this position is to manage the staff within the Personnel Unit, Accounting and Finance Unit, and Contracting Services Unit. The primary responsibilities of this position include:

- Manage the manual and electronic work-flow systems, technical decisions and application of policies and procedures to ensure quality results, limit liability exposure and meet the targeted performance measure.
- Establish priorities and ensure that staff are properly allocated in consistency with revenue and expenditure mandates.
- Provide the leadership and guidance to supervisors and lead staff to plan and direct the daily work activities of staff, and to respond to emerging situations and/or shifting priorities.
- Develop and complete Units' work plans consistent with department and division goals and strategic planning.
- Provide senior management recommendations of financial and strategic pros and cons for the effective operations of the Units.

NOTE: *For a more complete listing of duties and responsibilities, please refer to the PDQ submitted for this review and included in the position file.*

Analysis:

As DCLU's Personnel Manager, the subject position was responsible for planning, administering and supervising the implementation of all personnel functions and programs for the department. Such programs include safety, employee development & training, labor relations, employment, classification/compensation, EEO/affirmative action, and related policy and procedure development. In comparison with the Class Specification for the Personnel Manager, the subject position encompasses all of these duties and responsibilities stated above. In addition, the subject position's level of responsibility for the administration and impact of these programs is department-wide, with all employees directly and tangibly affected.

On July 1, 1996, DCLU management restructured some of the management responsibilities of the Finance & Administration Services Division to streamline operations, reduce overhead costs and improve the span of control. This restructuring increased the diversity and complexity of the subject position's body of work. In addition to this position's current Personnel and Contracting responsibilities, the subject position is now also responsible for managing the Accounting and Finance Unit.

Prior to the department's restructuring, the Finance Manager who managed the Finance and Accounting functions was at a Manager VIII level before the position was abrogated. Utilizing the current methodology for establishing the appropriate classification level for managers, we analyzed factors in the areas such as the number of subordinate supervisors reporting directly to the position, the varied duties performed by the subordinate units, the unusual reporting relationships of the position, the sensitivity of the position, and if there is a 24 hour operational responsibility. Also considered is the highest classified subordinate, which is the Principal Accountant position in this case. Based upon application of the Manager Classification Rating Guide and recognizing the diversity of functions managed, Manager X is the appropriate classification level for this position.

Recommendation:

Based on the above analysis of the duties and responsibilities of the subject position, it is recommended that the subject position be reclassified to Manager X. This action should be effective July 1, 1996, which is the date DCLU restructured the Finance & Administration Services Division.

CLASSIFICATION DETERMINATION REPORT

Date: May 31, 1996

Report No. 96-755

POSITION IDENTIFICATION

Department: Engineering
Classification Title: Bridge Carpentry & Maintenance Lead
Ordinance Title: Bridge Carpentry & Maintenance Lead
Position Number: #008461 and #008462
Bargaining Unit: 017 Current Salary: \$17.09 - \$18.44 (Range 27.5C)

RECOMMENDED ACTION

Classification Title: Carpenter
Ordinance Title: Carpenter
Legislation Required: Yes
Recommended Bargaining Unit: 017 Recommended Salary: \$18.99
Remarks: (See next page for pertinent allocation information.)

INCUMBENT STATUS

Incumbent: and Vacant (#008462)
Current Standing: Bridge Carpentry and Maintenance Lead
Recommended Standing: Carpenter
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

Position Identification and Source of Request:

The subject positions currently allocated to the Bridge Carpentry and Maintenance Lead classification are hereby proposed for reallocation to the Carpenter classification by authority of the Collective Bargaining Agreement by and between the Carpenters District Council and the City of Seattle.

Review and Analysis:

A Wage Review of the subject Bridge Maintenance Lead Worker positions was conducted by the Classification and Compensation Unit during 1992. A copy of that review is attached and included as part of this report. Based upon the findings of that review, the following two options were presented to the Union, the Department and Labor Relations:

- 1) Reclassify the two Engineering Department BMLs to Carpenter since both positions are functioning essentially as Carpenters for the Engineering Department.
- 2) Maintain the BML classification (Bridge Carpentry and Maintenance Lead) since it is a recognized trade classification and adjust the salary range to a single step range, equivalent to Carpenter.

It has been agreed upon by both the Carpenters District Council and the City of Seattle that the class specification for Carpenter sufficiently reflects the work performed by positions that are currently allocated to the Bridge Carpentry and Maintenance Lead classification title, whereby, the class specification for Carpenter describes positions that perform carpentry work in the construction, repair, alteration and maintenance of bridges, buildings, retaining walls and stairways, other structures, seating, cabinets and other fixtures and equipment.

Recommendation:

Based upon the Collective Bargaining Agreement by and between the Carpenters District Council and the City of Seattle, we recommend that the subject positions (#008461 and #008462) be allocated to the Carpenter classification with a corresponding ordinance title. As part of the Classification Project, these positions were allocated from Bridge Maintenance Lead Worker to Bridge Carpentry and Maintenance Lead, effective January 2, 1991. Therefore, the effective date of this action should be May 19, 1992, which is the date the Bridge Maintenance Lead Worker title was adjusted to equal Carpenter and the effective date agreed upon by both parties.



CLASSIFICATION DETERMINATION REPORT

Date: August 29, 1996

Report No 96-865

POSITION IDENTIFICATION

Department: Engineering Department
Classification Title: Civil Engineering Specialist, Assistant
Ordinance Title: Civil Engineering Specialist, Assistant
Position Number: 020718
Bargaining Unit: 004
Current Salary: \$15.86 - \$22.13
(Salary Range N/A)

RECOMMENDED ACTION

Classification Title: Civil Engineer, Assistant
Ordinance Title: Civil Engineer, Assistant
Legislation Required: Yes
Recommended Salary: \$17.90 - \$23.44
(Salary Range N/A)
Rec. Bargaining Unit: 034
Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbent:
Current Standing: Civil Engineer, Assistant
Recommended Standing: Civil Engineer, Assistant
In recommended standing, incumbent status is:
Regular; Probationary; Temporary.
[x] 2.3.100; [] 2.3.200; [] 2.3.300.

Remarks:

Recommended:

Team 2 *John Pearson*

Classification Analyst(s)

Approved:

John Pearson *JP*

Classification Supervisor

Lidia Santiesteban *LS*

Classification/Compensation Director

Sarah Welch *M. P. S.*

Personnel Director

Position Identification and Source of Request:

This position was reviewed as a result of a request from Engineering Department management. Position No. 020718 is located in the Transportation Services Division, Traffic Management Unit. The Unit is responsible for the design, installation, operation and maintenance of the City of Seattle's traffic signal systems.

Position History:

See individual position record card included in the file for detailed historical data concerning the position.

Scope of Review

The current review of this position consisted of an analysis and evaluation of the subject position by a team of Classification Analysts (Gail Thompson, Trish Bourdeau and Barbara Martin) which consisted of the following:

- the most recent Position Description Questionnaire (PDQ) dated August 5, 1996
- comparisons to the class specifications for Civil Engineering Specialist, Assistant and Civil Engineer, Assistant
- comparisons to similarly comparable positions
- review of the organizational structure affecting the subject position
- the position history card and position file

Background:

This position was created during the 1985 Budget as a Civil Engineer, Assistant. Previous to the date the current incumbent was appointed to the position, it was filled by several incumbents in various lower level classification titles (e.g., Engineering Aide, Assistant Civil Engineering Specialist and Associate Civil Engineering Specialist). The Classification Project PDQ described the position as having primary responsibility for the proper operation of new and existing traffic signal installations; inspecting new installations & modifications; troubleshooting malfunctions of traffic signal devices; and responding to complaints. In summary, this was the basis for allocating the position to the Civil Engineering Specialist, Assistant classification.

Summary of Work

The primary duties of the subject position as outlined in the Position Description Questionnaire (PDQ) include:

- Developing and reviewing signal timing and phasing plans and conducting traffic engineering studies
- Managing traffic signal programs, i.e., Electrical Major Maintenance Program; writing specifications and work instructions; coordinating work crews and traffic project schedules

- Monitoring various traffic signal projects which includes developing scopes of work and budgets, scheduling work, reviewing plans and coordinating turn-ons and cut-overs
- Recommending preliminary and final designs for new and revised electrical control devices, including traffic signals
- Reviewing, analyzing and performing engineering studies using specialized traffic signals analysis models and optimizing signal systems based upon these models
- Preparing traffic signal timing programs for special events
- Participating as a member of an engineering team to coordinating plans for fiber-optic needs and the Engineering Department's Comtrac Central System (CCS) which is a centralized traffic computer system controlling approximately 300 plus intersections in the City
- Developing and revising interactive computer graphics for the CCS

Analysis:

A review of the Position Description Questionnaire (PDQ), dated August 5, 1996, was conducted by the Classification Review Team. Subsequently, a comparison of the position's duties to the class specifications for Civil Engineering Specialist, Assistant and Civil Engineer, Assistant resulted in the following conclusions:

Positions classified as **Civil Engineer Specialist, Assistant** are primarily responsible for performing entry-level technical civil engineering and construction related activities including drafting; performing well-defined design work; reviewing plans, specifications, and cost estimates.

Positions classified as **Civil Engineer, Assistant** are primarily responsible for performing entry-level professional civil engineering work in the planning, design, construction, operation and maintenance of municipal public works, utilities and services projects.

In summary, this position is responsible for reviewing, adjusting and programming the timing for traffic signal operations; resolving suggestions and complaints about traffic signal operations by conducting traffic engineering studies; making recommendations on designs for new and revised electrical control devices, including traffic signals; authorizing work orders for the installation, removal and/or revision to electrical traffic control devices; and reviewing and monitoring efforts for capital traffic signal projects.

Therefore, the result of this review concludes that the work being performed falls within the parameters of the Civil Engineer, Assistant classification, and further concludes that the work described in the PDQ has been performed since the current incumbent was appointed to the position on August 24, 1994.

Recommendation:

Based upon this current review of the subject position's duties and responsibilities, we offer the following recommendations:

1. Maintain the recommended Classification Project allocation of Civil Engineering Specialist from January 2, 1991 through August 23, 1994.
2. Allocate the subject position to Civil Engineer, Assistant with a corresponding ordinance title effective August 24, 1994, which is consistent with the date the current incumbent was appointed to the position.



CLASSIFICATION DETERMINATION REPORT

Date: September 20, 1996 Report No.: 96-602

POSITION IDENTIFICATION

Department: Engineering
Classification Title: Data Processing Systems Analyst
Ordinance Title: Data Processing Systems Analyst
Position Number: 024672
Bargaining Unit: 034 Current Salary: \$19.68- 20.52 - 21.31 - 22.13 - 22.99

RECOMMENDED ACTION

Classification Title: Senior Systems Analyst
Ordinance Title: Senior Systems Analyst
Legislation Required: Yes Recommended Salary: \$ 23.18 - 27.03 (Range: 37.5A)
Remarks See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:
Current Standing: Data Processing Systems Analyst
Recommended Standing: Senior Systems Analyst
In recommended standing, incumbent status is:
Regular; Probationary; Temporary.
[X] 2.3100; [] 2.3.200; [] 2.3.300.
Remarks:

Recommended: Team 2 Bm H. S. Classification Analyst(s)
Approved: John Pearson JP Classification Supervisor
Lidia Santiesteban LS Classification/Compensation Director
Sarah Welch SW Personnel Director

POSITION IDENTIFICATION AND SOURCE OF REQUEST:

This position was reviewed as a result of a Departmental request. Position No. 024672 is located in the Information Systems Section of the Engineering Department. This Section is responsible for providing a wide range of Geographical Information System (GIS) products and services to City, public and other governmental agencies; and for maintaining and administering the City's central geographic database.

SCOPE OF REVIEW:

This review consisted of an analysis and evaluation of the subject position by a team of Classification analysts (Gail Thompson, Barbara Martin and Trish Bourdeau) which consisted of the following:

- ◆ the Position Description Questionnaire (PDQ) dated September 7, 1995;
- ◆ comparisons of class specifications in the Systems Analyst class series;
- ◆ additional information submitted by the incumbent and immediate supervisor reflecting the position's duties and responsibilities;
- ◆ comparison to similar positions;
- ◆ review of the organization unit affecting the subject position;
- ◆ and related classification files.

BACKGROUND:

According to departmental management, the current incumbent is responsible for the conversion of the GIS system, and will continue to coordinate the complex applications of this system, and provide supervision to staff involved in the project.

SUMMARY OF WORK

The essential purpose of the subject position is to outline the workplan for, and provide support to the Drainage and Wastewater Utility Geographical Information System.

NOTE: For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaire (PDQ), dated and submitted for purposes of this review.

ANALYSIS:

Through our review, we found that the subject position is primarily responsible for management of the new Geographical Information System, including management of the conversion project, administration of the resulting database, and supervision of project staff. These are duties and responsibilities characterized in the Systems Analyst class series. Having determined that the Systems Analyst series is the most relevant class series, what remains to be determined is the level.

COMPARISON

The work of this series is characterized in this manner:

Systems Analyst - (journey level) diagnose and resolve system problems within a specialty area, such as systems software, geographical information systems, networking operating systems or databases. Incumbents are expected, using the techniques and methods of the specialty, to independently determine the most appropriate methods and procedures for carrying out assignments. Projects and work assignments are monitored and reviewed to ensure work progress and use of proper procedures.

Senior Systems Analyst - Employees at this level handle the more complex and/or technically difficult problems within a specialty area; diagnose system failures to isolate the source of problems between equipment, system software and application programs; analyze the impact of requested services through a variety of methods appropriate to the specialty, considering factors such as compatibility, conversion, implementation of cost, or the impact on existing systems and equipment; document alternatives and recommendation; and may provide supervision to subordinate staff.

Principal Systems Analyst - this is the *highest* level within the series. Positions at this level have full oversight for major departmental or City-wide data processing projects or serve as technical experts in an area of specialization.

The duties and responsibilities assigned to the subject position have been reviewed with the specific objective of identifying the position's appropriate classification. According to departmental management, in June of 1995 the Engineering Department made a determination, as they switched from the implementation phase to an operations phase, to focus all responsibility for project completion and systems control to the subject position. Responsibilities include: maintaining data layers, building and servicing applications, providing products, and finding creative ways of making information available.

CONCLUSION:

These are the types of duties and responsibilities typically assigned to Senior Systems Analysts. Employees assigned to the senior level are expected to use judgment in determining the most appropriate methods and procedures to complete projects; and to possess considerable knowledge of system design and development, practices, concepts and methods appropriate to the specialty area (GIS).

RECOMMENDATION:

Therefore, based on the above analysis, it is our recommendation that the subject position be reclassified to the title of Senior Systems Analyst. This action should become effective September 7, 1995, which is the date the PDQ was signed.



CLASSIFICATION DETERMINATION REPORT

Date: September 20, 1996 Report No.: 96-603

POSITION IDENTIFICATION

Department: Engineering
Classification Title: Senior Systems Analyst
Ordinance Title: Senior Systems Analyst
Position Number: 022534
Bargaining Unit: 030 Current Salary: \$23.18 - 27.03 (Range:37.5A)

RECOMMENDED ACTION

Classification Title: Principal Systems Analyst
Ordinance Title: Principal Systems Analyst
Legislation Required: Yes Recommended Salary: \$25.54 - 29.62 (Range:40.0A)
Remarks See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:
Current Standing: Senior Systems Analyst
Recommended Standing: Principal Systems Analyst
In recommended standing, incumbent status is:
Regular; Probationary; Temporary.
[X] 2.3100; [] 2.3.200; [] 2.3.300.
Remarks:

Recommended: Team 2 *Jan H. St* Classification Analyst(s)
Approved: John Pearson *JP* Classification Supervisor
Lidia Santiesteban *LS* Classification/Compensation Director
Sarah Welch *M. S. W.* Personnel Director

Position Identification and Source of Request:

This position was reviewed as a result of a request from the Engineering Department. Position No. 022534 is located in the Information Systems Section. This Unit is responsible for providing a wide range of Geographical Information System (GIS) products and services to City, public and other governmental agencies.

Scope of Review:

This review consisted of an analysis and evaluation of the subject position by a team of Classification analysts (Gail Thompson, Barbara Martin and Trish Bourdeau) which consisted of the following:

- ◆ the Position Description Questionnaire (PDQ) dated September 8, 1995;
- ◆ comparisons of class specifications in the Systems Analyst class series;
- ◆ additional information submitted by the incumbent and immediate supervisor reflecting the position's duties and responsibilities;
- ◆ comparison to similar positions;
- ◆ review of the organization unit affecting the subject position;
- ◆ and related classification files.

Position History:

For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaire (PDQ), dated and submitted for purposes of this review.

Summary of Work

According to departmental management the essential purpose of the subject position is to administer technical aspects of the City's and Engineering Department's primary GIS installation, including researching, selecting, procuring, installing, testing new and existing technical solutions, and providing training and support to staff.

Background:

Management states that the GIS System is a very large shared project, with participants from all of the City's utilities and many governmental departments. According to the Department, management and administration of this complicated corporate hardware, software and communication network system requires the skill level of a Principal Systems Analyst.

The incumbent assigned to this position is also required to research, select, procure, test and install new and existing technical solutions, and to train and support staff in system maintenance and operation functions. The subject incumbent is continually called upon to take leadership and advisory roles to support other GIS system administrators around the City, i.e., City Light, Water, DCLU, Parks, OMP. Management also states that an inequity has occurred in that substantial changes in the subject position have required the current incumbent to increase his skill level without an increase in compensation.

Analysis:

The subject position was created in the 1989 Budget as a Data Processing Systems Analyst, and at that time it was responsible for the development, implementation and support of the Geographic Information System. The last review of the position was in June 1992, and at that time it was reclassified to the title of Senior Systems Analyst. Responsibilities were primarily for management of the Central Geographic Database Parcel Conversion Project.

The latest PDQ, dated September 8, 1995, indicates that the subject position is responsible for ensuring that the GIS system provides products and services outside the City, to other utilities, neighboring governments, private businesses, the public and community groups. According to departmental management this process is proving to be of substantial economic advantage to the department and the City. Management further states that there is no logical way that these or similar duties could be assigned to another staff member; this highly skilled technical position requires a very developed and specialized set of skills.

Comparison

We found through our analysis that the scope and range of duties and responsibilities assigned to the subject position most closely resemble those allocated to positions classified within the Systems Analyst class series. Therefore, having determined that the Systems Analyst series is the most appropriate class series, what remains to be determined is the classification level.

The work of the Systems Analyst series is characterized as: *system design, development, implementation and maintenance activities related to data processing systems.*

Work allocated to positions at the *journey level (Systems Analyst)* is characterized as diagnosing and resolving system problems within a specialty area, such as systems software, geographical information systems, networking operating systems or database. Employees allocated to this level are expected, using techniques and methods of the specialty, to independently determine the most appropriate methods and procedures for carrying out assignments. Projects and

work assignments are monitored and reviewed to ensure work progress and use of proper procedures.

Whereas, positions allocated to the *senior level* handle the more complex and or technically difficult problems within a specialty area; diagnose system failures to isolate the source of problems between equipment, system software and application programs; analyze the impact of requested services through a variety of methods appropriate to the specialty, considering factors such as compatibility, conversion, implementation and cost, or the impact on existing systems, and equipment; document alternatives and recommendations, and serve over subordinate staff. Employees at the senior level are expected to use judgment in determining the most appropriate methods and procedures for completing assignments; and for keeping the supervisor informed of project progress and unusual problems.

Positions at the *principal level (Principal Systems Analyst)* oversee large, complex projects with Department and/or City-wide impact; and serve as the highest level technical expert. Incumbents in this class are expected to develop overall project plans; to identify and resolve critical problems that may involve major departure from established practices and/or may require extensive technical knowledge; and to use judgment to resolve technical problems and their related policy/procedural issues.

Conclusion:

The duties and responsibilities of the subject position were reviewed with the specific objective of identifying the position's appropriate classification. Review of the duties and responsibilities indicate that it is relied upon to oversee large, complex projects with Department and/or City-wide impact (*ensuring that GIS system provide products and services outside the City, to other utilities, neighboring governments, private businesses, the public and community groups*); and serves as the highest level technical expert (*this position is continually called upon to take leadership and advisory roles to support other GIS system administrators around the City, i.e., City Light, Water, DCLU, Parks, OMP*).

Recommendation:

Therefore, based on the above review, we recommend that the subject position be reclassified to the title of Principal Systems Analyst. This action should become effective September 8, 1995, the date the PDQ was signed.



CLASSIFICATION DETERMINATION REPORT

Date: August 29, 1996 **Report No.** 96-870

POSITION IDENTIFICATION

Department: Engineering Department
Classification Title: Unclassified
Ordinance Title: Accounting Technician III-BU
Position Number: 008867
Bargaining Unit: 035 **Current Salary:** \$14.97 - \$16.78
(Salary Range 25.0B)

RECOMMENDED ACTION

Classification Title: Accounting Technician Supervisor
Ordinance Title: Accounting Technician Supervisor-BU
Legislation Required: Yes **Recommended Salary:** \$16.15 - \$18.08
(Salary Range 27.0B)
Rec. Bargaining Unit: 035
Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbent:
Current Standing: Accounting Technician III
Recommended Standing: Accounting Technician Supervisor
In recommended standing, incumbent status is:
Regular; **Probationary;** **Temporary.**
 2.3.100; 2.3.200; 2.3.300.

Remarks:

Recommended: Team 2 *John TB*
Approved: John Pearson Classification Analyst(s)
Lidia Santiesteban Classification Supervisor
Sarah Welch Classification/Compensation Director
Personnel Director

Position Identification and Source of Request:

This grievance was received by the Office of the Appeals Examiner on June 10, 1994. It is one of a group of grievances that has been designated for arbitration by the Classification Project Appeals Examiner under the Memorandum of Agreement reached between the City of Seattle, hereafter referred to as the City and the International Federation of Professional and Technical Engineers, Local No. 17, hereafter referred to as the Union. The subject position's incumbent is employed in the Accounting Services Section of the Management Support Office of the Engineering Department. The Union alleges that the aggrieved employee has been performing work at the level of an Accountant.

Position History:

See individual position record card included in the file for detailed historical data concerning the position.

Scope of Review

This current review which was conducted by the Classification Project Appeals Examiner included analysis of the Position Description Questionnaire (PDQ); the class specifications for Accounting Technician III, Accounting Technician Supervisor and Accountant; and additional documents submitted in support of the grievance and appeal.

Summary of Work

The essential purpose of this position is to:

1. Prepare progress billing for the State, other governmental agencies, private contractors, Metro agreements in accordance with agreements; and maintain accounting records for review by Metro and State.
2. Analyze and bill secured and unsecured agreements, Metro agreements, and work authorizations to maximize reimbursements; set-up instruction folder and progress billing file for each billing agreement; initiate and recommend procedural changes; prepare contract accountability worksheets for Metro; and review to determine ratio of expenditures to contract agreements.
3. Reconcile Accounts Receivable and Interfund Receivable accounts for both Operating and General Fund each month to ensure accuracy of City's financial reports; reconcile customers security agreements to be sure their guaranty deposits will cover current billings.
4. Make appropriate corrections, entries and adjustments related to accounts receivable revenues to ensure accuracy of reports; monitor and control accounts receivable in the recording of financial transactions; monitor and release guaranty deposits after completion of contracts.
5. Calculate/determine Business & Occupational Tax; prepare tax worksheets and initiate payments to the State in accordance with the regulations and guidelines of the Department of Revenue; prepare journal entries for Sales Tax to set-up liability.

Analysis:

As noted in the Appeals Examiner's Grievance Arbitration Summary and Award (No. 91-031), these duties exceed the records maintenance and support functions of the Accounting Technician III class to which the aggrieved employee was allocated; however they do not constitute the duties of a position that is fully accountable for the institution of accounting controls. The work described involves the performance of professional accounting functions, inclusive of the responsibility for compliance and the initiation and implementation of procedural changes and controls on a professional, rather than technical support level. This can be most apparent in the minimum qualifications for the grievant's positions which, according to the PDQ of records lists only "Some college level accounting" and "Two years Accounts Receivable experience..." An employee meeting these requirements would not be "capable of performing a range of professional accounting functions" as is defined in the Accountant specification.

To qualify for the Accountant class, an employee is required to possess either a Bachelor's Degree in Accounting, or an equivalent combination of education training and experience. This need for higher level knowledge of accounting practices, methods, laws, rules, ordinances and regulations is also consistent with the requirement that, in the professional class, a position may be held responsible for ensuring compliance. While the Accounting Technician series also requires knowledge of ordinances and regulations, this knowledge is intended for application within the context of records "maintenance" and technical support functions. The grievant's assigned duties do not demonstrate the range of professional accounting functions that would qualify her for the Accountant class.

Neither; however, is the Accounting Technician III classification appropriate because, at the AT-III level, a position may only act in a lead capacity. The grievant has full supervisory authority over two accounting technician positions. As such, the Accounting Technician Supervisor provides an appropriate description of the duties and responsibilities of the grievant's position. The Class Summary for the Accounting Technician Supervisor states that this class supervises subordinates responsible for the performance of accounting functions and tasks associated with the maintenance and updating of accounting and accounts records.

The Distinguishing Characteristics state that this class has full supervisory authority over a group of subordinates engaged in the maintenance and preparation of accounting records and accounts. The class is knowledgeable of and has the ability to perform the full range of subordinates' duties and responsibilities.

Thus, with full supervisory responsibility, the grievant's position exceeds the level of work which may be performed by the Accounting Technician III as rendered in the Project specifications. It is possible that the grievant, because of her supervisory work, would have been allocated to the Accounting Technician Supervisor class in the Classification Project, however, the specification was not completed at the outset of the Project. Therefore, it was not available for use at that time. It's subsequent adoption with a 1/2/91 effective date qualified it for use in the resolution of this grievance, and also for the allocation of this position in the Classification Project, which did not occur because of this pending grievance. The grievant's claim to a higher classification is warranted, however, the grievant is not performing the full range of professional functions typically associated with the Accountant class. Therefore, the Accounting Technician Supervisor provides the most appropriate classification for the grievant's position.

Recommendation:

Therefore, based on the information contained in the Grievance File, the pertinent sections of the collective bargaining agreement between the City of Seattle and the I.F.P.T.E., Local 17, the Memorandum of Agreement between the City and the Union, and the Protocol and Procedures adopted for the Classification Project, it is the determination of Classification Project Appeals Examiner that this grievance be accepted and the aggrieved employee prevail in her grievance such that the subject position is reclassified to the level of Accounting Technician Supervisor, effective April 23, 1991 which is 10 working days prior to the date of filing, in accordance with Article 6, Section 7 of the Collective Bargaining Agreement.

It is further recommended that the reclassification of this position to Accounting Technician Supervisor be made retroactive to January 2, 1991, so that this position may be properly allocated and classified within the guidelines of the Classification Project.



CLASSIFICATION DETERMINATION REPORT

Date: October 24, 1996 Report No 96-742

POSITION IDENTIFICATION
Department: Engineering Department
Classification Title: Civil Engineering Specialist, Assistant
Ordinance Title: Civil Engineering Specialist, Assistant III
Position Number: 008754
Bargaining Unit: 004 Current Salary: \$18.96 - \$22.13
(Salary Range N/A)

RECOMMENDED ACTION
Classification Title: Civil Engineering Specialist, Assistant
Ordinance Title: Civil Engineering Specialist, Senior
Legislation Required: Yes Recommended Salary: \$23.90 - \$26.78
(Salary Range N/A)
Rec. Bargaining Unit: 032
Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS
Incumbent:
Current Standing: Civil Engineering Specialist, Assistant
Recommended Standing: Civil Engineering Specialist, Senior
In recommended standing, incumbent status is:
Regular; Probationary; Temporary.
[x] 2.3.100; [] 2.3.200; [] 2.3.300.
Remarks:

Recommended: Team 2 *Bugetto*
Approved: John Pearson *[Signature]*
Lidia Santiesteban *[Signature]*
Sarah Welch *[Signature]*

Classification Analyst(s)
Classification Supervisor
Classification/Compensation Director
Personnel Director

Position Identification and Source of Request:

This position was reviewed as a result of a request from Engineering Department management. Position No. 008754 is located in the Transportation Services Division, Channelization Unit. The Unit is responsible for responding to requests from the public, the business community and other public sector agencies regarding various permanent and temporary traffic control devices; and conducting traffic operational analyses to determine appropriate placement of traffic control devices. The subject position is responsible for supervising the work unit; and providing technical expertise in the planning and design of major traffic control revisions.

Position History:

See individual position record card included in the file for detailed historical data concerning the position.

Scope of Review

The current review of this position consisted of an analysis and evaluation of the subject position by a team of Classification Analysts (Gail Thompson, Trish Bourdeau and Barbara Martin) which consisted of the following:

- the most recent Position Description Questionnaire (PDQ) dated February 29, 1996 and supplemental position information
- comparisons to the class specifications in the Civil Engineering Specialist series
- comparisons to similarly comparable positions
- review of the organizational structure affecting the subject position
- the position history card and position file

Summary of Work

The essential purpose of the position is to supervise the staff of the Channelization Unit which is responsible for researching and responding to requests for various traffic control devices. This position provides technical expertise to subordinate staff who plan and design major traffic control revisions; and manages the day-to-day operations and maintenance of all traffic markings, including their revisions, as well as restriping changes as required due to changes in traffic flows and volumes.

Analysis:

A review of the Position Description Questionnaire (PDQ), dated February 29, 1996 was conducted by the Classification Review Team. Subsequently, a comparison of the position's duties to the class specifications for Civil Engineering Specialist series at the Assistant, Associate and Senior levels resulted in the following conclusions:

Positions classified as Civil Engineering Specialist, Assistant are primarily responsible for performing entry-level technical civil engineering and construction related activities including drafting; performing well-defined design work; reviewing plans, specifications, and cost estimates.

Positions classified as **Civil Engineering Specialist, Associate** are primarily responsible for performing journey-level complex and difficult technical civil engineering and construction related activities. Positions in this class may lead specialists or other support staff, or provide technical guidance to other technical and professional personnel.

Positions classified as **Civil Engineering Specialist, Senior** supervise or perform the most complex and difficult technical civil engineering and construction related activities. Positions in this class may supervise or lead subordinate technical or professional personnel, provide guidance to other technical and professional personnel, or serve as a technical expert in a civil engineering specialty area.

The subject position supervises a unit that develops solutions to complex traffic congestion problems by reconfiguring the roadway to allow for the greatest traffic capacity while maintaining necessary safety. Management claims that the tradeoff between safety and mobility requires sound engineering judgment and complete knowledge of existing traffic codes and traffic manuals governing this type of work.

Therefore, the result of this review concludes that the work being performed by the subject position falls within the parameters of the Senior Civil Engineering Specialist classification.

Recommendation:

Based on evaluation of the duties and responsibilities of Position No. 008754, the appropriate allocation is Senior Civil Engineering Specialist, effective November 22, 1992, consistent with the date the incumbent and the department claim the full range of duties of the subject position were being performed.

CITY OF SEATTLE
Personnel Department

CLASSIFICATION DETERMINATION REPORT

Date: December 22, 1995

Report No. 94-185

POSITION IDENTIFICATION

Department: Engineering
Classification Title: Accounting Technician II
Ordinance Title: Accounting Technician II-BU
Position Number: 008870
Bargaining Unit: 035 Current Salary: \$13.00 - \$14.55 (Range 22.0B)

RECOMMENDED ACTION

Classification Title: Accounting Technician Supervisor
Ordinance Title: Accounting Technician Supervisor-BU
Legislation Required: Yes
Recommended Bargaining Unit: 035 Recommended Salary: \$15.69 - \$17.57 (Range 27.0B)
Remarks: (See next page for pertinent allocation information.)

INCUMBENT STATUS

Incumbent:
Current Standing: Accounting Technician II
Recommended Standing: Accounting Technician Supervisor
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: Barbara Martin *BM* Classification Analyst
John Pearson *J* Classification Supervisor
Lidia Santiesteban *LS* Classification/Compensation Director
Sarah Welch *M P G* Personnel Director

Position Identification and Source of Request:

Position No. 008870 is being reviewed at the request of the incumbent and Engineering Department Management. This position was created as a Clerk IV by Ordinance 82965 on 4/15/54; retitled to Accounting Technician by Ordinance 100072 on 6/30/71; and retitled to Accounting Technician II by Ordinance 105798 on 9/1/75. The last time this position was reviewed was during the Citywide Classification Project where the Accounting Technician II title was maintained.

Scope of Review:

Review of the position included analysis of the Position Description Questionnaire (PDQ) submitted with this request and dated 4/15/94; class specifications for the Accounting Support series; position history card and other information internally available; review of the affected organizational structure; and comparisons to similar positions.

Summary of Work:

Position No. 008870 is located in the Resource Management/Accounting Section of the Transportation Division of SED. The purpose of the work unit is to process all personnel payroll transactions and monitor all phases of payroll coding which includes processing and monitoring all labor cost changes, transferring payroll costs, balancing and reconciling all payroll costs. The subject position reports to the Principal Accountant of the section and is responsible for supervising the Division's payroll and cost accounting functions.

The primary duties of this position as outlined in the PDQ submitted for this review include:

- o Supervises and directs the work of accounting support staff responsible for cost accounting and payroll production activities which includes: monitoring and evaluating work products and performance; developing work schedules; authorizing vacation and other time off; resolving personnel conflicts and work problems; interpreting labor contracts, department rules and procedures to management and staff; providing training to staff on new and revised payroll accounting procedures.
- o Responds to employee complaints related to payroll and benefits; researches complex and problem accounts; provides alternatives and/or solutions.
- o Interprets and applies various bargaining unit contracts for payroll purposes to ensure Department compliance; coordinates with union personnel and representatives to resolve discrepancies or answer questions regarding application of contracts and takes corrective action, as necessary.
- o Analyzes, computes and distributes work to subordinates related to cost of living increases mandated by union contracts, retroactive adjustments resulting from classification actions, new ordinances; or any other pay adjustments needed to accurately pay employees.
- o Sets-up and maintains accounts related to union dues, direct deposits, and other consolidated deductions; performs distribution of expenses for the Division's municipal interns, temporary and work study employees for cost accounting purposes; reconciles and balances corresponding accounts.

Analysis:

The appropriate class specifications for purposes of this review are specifications #4000004, #4000005 & #4000007 - *Accounting Technician II, Accounting Technician III and Accounting Technician Supervisor*. Review of the requested Accounting Technician Supervisor title confirmed that positions allocated to that title supervise subordinates responsible for the performance of accounting functions and tasks associated with the maintenance and updating of accounting and accounts records; and monitor the work and performance of subordinates to ensure the accurate and timely processing of work according to established accounting methods and procedures.

In comparison to the requested title, review of the class specification for *Accounting Technician III* verified that positions allocated to that title typically serve as a lead worker over Accounting Technician positions engaged in the maintenance and preparation of accounting records and files and performs all accounting records maintenance operations and procedures pertaining to a complex set of accounts or accounting records.

And, in comparison to the requested title, review of the class specification for *Accounting Technician II* (the subject position's current title) verified that positions allocated to that title, under minimal guidance, perform multiple complex and responsible accounting support tasks, solving special problems, making reliable decisions, independently researching and analyzing facts, and presenting findings upon which important or costly decisions could be made.

Therefore, with full supervisory responsibility, the work of this position exceeds the level of work which may be performed by the Accounting Technician II and Accounting Technician III positions as rendered in the class specifications. The Accounting Technician Supervisor title, however, provides the most appropriate classification for the subject position. Furthermore, the class has full supervisory authority over a group of subordinates engaged in the maintenance and preparation of accounting records and accounts; is knowledgeable of; and has the ability to perform the full range of subordinates' duties and responsibilities. Whereas, the Accounting Technician III class is inappropriate because positions at this level may only act in a lead capacity.

For purposes of this review the duties of this position were compared to other positions located in the Resource Management/Accounting Section of the Transportation Division with similar duties and responsibilities.

Position No. 008867 and Position No. 008869 are Accounting Technician Supervisor positions which are located in the subject position's organizational unit. Both of these positions have duties and responsibilities that are similar and comparable to the subject position. Position No. 008867 supervises employees that have responsibility for the Division's Operating and General Fund billing system (Accounts Receivable), as well as, preparation of the Business & Occupational Tax to the Department of Revenue. While, Position No. 008869 supervises employees responsible for the Division's Accounts Payable function. Therefore, in order to maintain parity between the subject position and other similarly comparable positions within the Resource Management/Accounting Section of the Transportation Division, this position should be allocated to the Accounting Technician Supervisor classification.

Recommendation:

Based on evaluation of the duties and responsibilities of this position, the appropriate allocation is *Accounting Technician Supervisor*, with a corresponding ordinance title. This action should be effective March 10, 1993, to coincide with the date the incumbent and Engineering Department management claim that the incumbent began performing the full range of duties of the subject position.

CLASSIFICATION DETERMINATION REPORT

Date: December 18, 1995

Report No. 94-507

POSITION IDENTIFICATION

Department: Engineering
Classification Title: Accounting Technician II
Ordinance Title: Accounting Technician II-BU
Position Number: 007726
Bargaining Unit: 035 Current Salary: \$13.00 - \$14.55 (Range 22.0B)

RECOMMENDED ACTION

Classification Title: Accounting Technician III
Ordinance Title: Accounting Technician III-BU
Legislation Required: Yes
Recommended Bargaining Unit: 035 Recommended Salary: \$14.55 - \$16.31 (Range 25.0B)
Remarks: (See next page for pertinent allocation information.)

INCUMBENT STATUS

Incumbent:
Current Standing: Accounting Technician II
Recommended Standing: Accounting Technician III
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

Position Identification and Source of Request:

This position is located in the Solid Waste Utility (SWU) Division of the Engineering Department and was reviewed at the request of the incumbent and Department management. This request for classification review is based on changes which have impacted this position as a result of a department-wide reorganization during 1993-1994. This position was created as a Clerk II during the 1957 Budget. Since that time it has undergone several classification actions including: Clerk III by Ordinance 87039, effective 4/1/58; Senior Clerk by Ordinance 100,072, effective 6/30/71; and Accounting Technician II by Ordinance 105798, effective 9/10/76. The last time it was reviewed was during the City-wide Classification Project where the Accounting Technician II title was maintained.

Scope of Review:

This current review consisted of the Position Description Questionnaire provided with this request, and dated September 22, 1994; class specifications within the Accounting Support series (includes Accounting Technician II and III); comparisons to other similar positions; charts of the affected organization; a position history record of the subject position and other information internally available.

Summary of Work:

This position is located in the Financial Planning & Accounting Section of the Solid Waste Utility which is primarily responsible for providing the Utility with accounting services, processing of employee payroll, and maintenance of payroll records. The subject position leads the payroll processing process which consists of payroll processing and maintenance of the payroll records and system.

Analysis:

The class specification for Accounting Technician II describes positions that perform the full range of accounting records maintenance activities of an assigned accounting area or set of records, where the duties involve performing all operations and established methods independently according to departmental procedures. Typical tasks include posting accounts receivable or accounts payable, reconciling ledger transactions and discrepancies.

The class specification for Accounting Technician III describes positions that serve as lead worker over Accounting Technician positions engaged in the maintenance and preparation of accounting records and files and perform records maintenance operations and procedures pertaining to a complex set of accounts or accounting records. Typical tasks include leading in the preparation of payroll records and documents, coordinating and leading in the maintenance of control records, files and accounts.

The work of this position, as described by the incumbent and supervisor, is more complex than those contemplated by the Accounting Technician II classification. In particular, as a result of the Department's re-organization during 1993-1994, this position has changed and now has responsibility for the following: leading the payroll clerks (Accounting Technician and Administrative Specialist positions) at three field offices, as well as, employees and supervisors in the central offices in payroll processing activities; coordinating payroll system maintenance activities; generating reports including payroll fund, vouchers and industrial insurance disability reports; and providing payroll system interpretations and answers to questions regarding concerns about payroll records, pay scales and distribution formulas, etc.

This position was compared to Position No. 007686 which is also located in the Financial and Accounting Section of the Division. This position was reclassified from Accounting Technician II to Accounting Technician III during the 1990 Budget process based on its responsibility for leading office staff in SWU's Field Operations Office, coordinating payroll functions, and processing expense records.

Recommendation:

After reviewing the information submitted with this request, we find that the duties are sufficiently complex to extend beyond the Accounting Technician II level. The information submitted with this request indicates that the incumbent is responsible for leading the work of accounting technicians and administrative specialists; and based on the complexity of the work performed by the incumbent, the level of judgment required to perform the work, and comparison to a similar position within this position's work unit, we believe the appropriate classification is Accounting Technician III. Therefore, we recommend that the subject position be reallocated to Accounting Technician III with a corresponding ordinance title, effective September 22, 1994, which is consistent with the date the incumbent and Engineering Department management signed the PDQ.

CLASSIFICATION DETERMINATION REPORT

Date: Decemoer 20, 1995

Report No. 94-504/505

POSITION IDENTIFICATION

Department: Engineering
Classification Title: Accounting Technician II
Ordinance Title: Accounting Technician II-BU
Position Number: 008866 & 019676 (2 positions)
Bargaining Unit: 035 Current Salary: \$13.00 - \$14.55 (Range 22.0B)

RECOMMENDED ACTION

Classification Title: Accounting Technician III
Ordinance Title: Accounting Technician III-BU
Legislation Required: Yes
Recommended Bargaining Unit: 035 Recommended Salary: \$14.55 - \$16.31 (Range 25.0B)
Remarks: (See next page for pertinent allocation information.)

INCUMBENT STATUS

Incumbent: (#008866)
(#19676)
Current Standing: Accounting Technician II
Recommended Standing: Accounting Technician III
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

Position Identification and Source of Request:

These positions are located in the Drainage and Wastewater Utility (DWU) Division of the Engineering Department and were reviewed at the request of the incumbents and Department management. The request for a classification review of these positions is based on changes which have occurred as a result of a department-wide reorganization during 1993-1994.

Position No. 008866 was created as a Clerk IV during the 1969 Budget; Ordinance No. 100,072 retitled it to Accounting Technician, effective 6/30/71; and Ordinance No. 105798 retitled it to Accounting Technician II, effective 9/10/76. The last time it was reviewed for classification purposes was during the Citywide Classification Project where the Accounting Technician II title was maintained.

Position No. 019176 was created as an Office Assistant asgd. Accounting Technician I by RFC-E137, effective 8/24/81; and Ordinance No. 114724 retitled it to Accounting Technician II, effective 3/27/87. The last time it was reviewed for classification purposes was during the Citywide Classification Project where the Accounting Technician II title was maintained.

Scope of Review:

This current review of these positions consisted of the Position Description Questionnaires provided with this request; class specifications within the Accounting Support series (includes Accounting Technician II and III); comparisons to other similar positions; current and proposed charts of the affected organization; position history records of the subject positions; and other information internally available.

Summary of Work:

Both positions are located in the Finance and Customer Service Unit and report directly to the Senior Finance Analyst of Fiscal Control. The work unit is primarily responsible for providing DWU with essential accounting services including: accounts payable, accounts receivable and payroll.

As a result of the Engineering Department's reorganization of financial functions in 1993, the Drainage & Wastewater Utility acquired the responsibility and the accountability for all its accounting functions. This resulted in more complex and comprehensive work responsibility for these positions. The work performed by these positions was previously performed by five individuals at different levels.

The purpose of Position No. 008866, as it is currently structured, is to lead the Division's accounts payable function within DWU. Specifically, this position is responsible for coordinating the Utility's accounts payable which includes payments of purchase order contracts, blanket contracts, direct vouchers and exceptions, emergency invoices, consultant contracts, subscriptions, membership dues, and travel and training expenses. In addition, this position reconciles reports, researches and resolves billing inquiries, implements new and revised accounting procedures as they arise and acts as a back up in the performance of payroll duties.

The purpose of Position No. 019676, as it is currently structured, is to lead the payroll processing function within DWU. Specifically, this position is responsible for auditing biweekly time reports and analyzing time cards for accuracy; reconciling payroll batches to SFMS reports; maintaining confidential employee personnel records; training backup and temporary employees on payroll functions; preparing and processing general ledger journal entries for interfund payments and cost distributions; analyzing and redistributing charges to reconcile clearing orgs and accounts; analyzing, monitoring, invoicing and reconciling monthly bills and quarterly contracts; reconciling daily cash receipts; and writing procedures for payroll processing; and billing customers on Special Sewer Connection Contracts and miscellaneous sewer/drainage services; and billing other departments for sewer or drainage services.

Analysis:

The class specification for Accounting Technician II describes positions that perform the full range of accounting records maintenance activities of an assigned accounting area or set of records, where the duties involve performing all operations and established methods independently according to departmental procedures. Typical tasks include posting accounts receivable or accounts payable, reconciling ledger transactions and discrepancies.

The class specification for Accounting Technician III describes positions that serve as lead worker over Accounting Technician positions engaged in the maintenance and preparation of accounting records and files and performing records maintenance operations and procedures pertaining to a complex set of accounts or accounting records. Typical tasks include leading in the preparation of payroll records and documents, coordinating and leading in the maintenance of control records, files and accounts.

These positions were compared to positions in the Financial and Accounting Sections of the Solid Waste Utility that have responsibility for Accounts Payable, Accounts Receivable and Payroll functions. Those positions were reclassified from Accounting Technician II to Accounting Technician III based on their responsibility for coordinating or leading lower level staff to assure that certain accounts and record-keeping functions are carried-out in accordance with established policies and procedures. Our analysis found similarities and commonalities amongst all positions enough to warrant reclassification of the subject positions to a higher level.

Recommendation:

After reviewing the information submitted with these requests, we find that the duties of the subject positions are sufficiently complex to extend beyond the Accounting Technician II level. The information submitted with these requests indicates that the incumbents have responsibility for coordinating and leading certain accounts and record-keeping functions; and based on the complexity of the work performed by the incumbents, the level of judgement required to perform the work, and comparison to similar positions within the Engineering Department, we believe the appropriate classification should be Accounting Technician III. Therefore, we recommend that Position No. 019676 and Position No. 008866 be allocated to Accounting Technician III with a corresponding Ordinance Title, effective 6/22/94, which is consistent with the date the incumbents and Engineering Department management signed the PDQ, and the date the full range of duties were being performed by both incumbents.



CLASSIFICATION DETERMINATION REPORT

Date: November 18, 1996

Report No. 96-888

POSITION IDENTIFICATION

Department: Engineering
Classification Title: Administrative Specialist II
Ordinance Title: Administrative Specialist II - BU
Position Number: 007715
Bargaining Unit: 035 Current Salary: \$13.65 - 15.26 (Range: 22.5B)

RECOMMENDED ACTION

Classification Title: Administrative Specialist III
Ordinance Title: Administrative Specialist III- BU
Legislation Required: Yes
Bargaining Unit: 035 Recommended Salary: \$14.67 - 16.45 (Range: 24.5B)
Remarks: See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent: []
Current Standing: Administrative Specialist II
Recommended Standing: Administrative Specialist III- BU
In recommended standing, incumbent status is:
Regular; Probationary; Temporary
[X] 2.3100; [] 2.3.200; [] 2.3.300
Authority: Standing per Article 9, Section 6b of Local 17 Bargaining Agreement
Remarks:

Recommended: Team 2 Classification Analyst(s)

Approved: John Pearson Classification Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

Position Identification and Source of Request:

This position was reviewed as a result of a Departmental request. Position No. 007715 is located in the Engineering Records Vault Unit of Engineering Services Division within the Engineering Department. The Vault is the primary access point for retrieving and interpreting historical improvements within the City streets. This Unit is responsible for recording, filing, storing microfilms, and retrieving engineering records, primarily for Engineering Services.

Scope of Review:

This review consisted of an analysis and evaluation of the subject position by a team of Classification analysts (Gail Thompson, Barbara Martin and Trish Bourdeau) which consisted of the following:

- ◆ the Position Description Questionnaire (PDQ) dated August 24, 1995;
- ◆ comparisons of class specifications in the Administrative Support and Engineering Aide classes;
- ◆ additional information submitted by the incumbent and immediate supervisor reflecting the position's duties and responsibilities;
- ◆ comparison to similar positions;
- ◆ review of the organization unit affecting the subject position;
- ◆ and related classification files.

NOTE: *For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaire (PDQ), dated and submitted for purposes of this review.*

Analysis:

The essential purpose of this position is to provide day to day leadership to subordinate staff. The primary duties include:

- 20% Directing, and reviewing the work of subordinate employees, including prioritizing and delegating daily activities, conducting training, signing timecards and writing performance evaluations.
- 20% Receiving, retrieving, re-filing and updating a wide variety of records and information, including construction plans, inspectors' books, and survey field books; and improving existing and further storage arrangements.

- 15% Performing data entry and database management operations to ensure that the manual Vault Plan Index is maintained and updated.
- 15% Overseeing all reprographic services, including coordinating ordering and invoicing with outside vendors, operating and maintaining the Vault's engineering copier and diazo printer, ensuring that all accounting charges are documented and submitted for proper reimbursement.
- 10% Producing bi-weekly reports, coordinating, ordering and tracking the technical drafting and plotter supplies; preparing purchase requisitions for four annual contracts; participating in the budget process by preparing background information, setting performance goals and creating work plans.

Comparisons

Engineering Aide positions provide support tasks within an engineering office, field operation or laboratory. Tasks include drafting (*performing elementary drafting in the preparation and revision of architectural, civil, electrical or mechanical engineering sketches, charts, diagrams, graphs, layouts, maps*), performing engineering computations (*for reducing and plotting field notes and determining distances, angles, areas and volumes*), surveying traffic (*conducting field studies and observations to determine traffic flow patterns; planning, programming, installing and maintaining traffic control equipment and facilities*), and maintaining and updating engineering records (*reviewing chain of title owners, property description plots and records; drafting descriptions; assisting in compiling necessary property lists; preparing property descriptions, ordinances, assessment rolls, condemnations, vacates, right-of-way and property acquisitions*). This is a single level class.

Administrative Support positions perform a variety of clerical support tasks, *or specialized tasks to support a specific function or program*. This class consists of five levels and they are distinguished from one another by their respective degrees of difficulty, responsibility, accuracy required and the types and nature of contacts. The work is described in this manner:

Office Assistant: Positions allocated to this class perform *basic office support tasks*, by following detailed guidelines, procedures and specific instructions. Tasks assigned at this level have built in checks and balances or are reviewed closely for accuracy and completeness. Contacts are primarily with intra-departmental employees to exchange or clarify information.

Administrative Support Assistant: Positions allocated to this class are characterized as being responsible for *multiple routine tasks or a single specialized task* in support of a program activity. Work at this level involves use of limited judgment in handling assigned tasks, with close review and correction of non-routine assignments. Contacts are within the department and with the public on routine matters.

Administrative Specialist I: Positions allocated to this class are distinguished by the performance of *several specialized activities in support of a program*. The work is performed within established procedures, however, incumbents select the most appropriate procedures for completion of assigned tasks. Incumbents are expected to understand the work processes, procedures and regulations of the assigned program area, and may assign and review the work of lower level employees. Contacts are primarily with other departments, outside agencies or the public for obtaining factual information, explaining office policies and responding to routine complaints.

Administrative Specialist II: Positions allocated to this class perform the *full range of administrative support functions for high level management or specialized tasks in support of a special function or program*. Work at this level requires advanced knowledge of general office practices and procedures and requires comprehensive knowledge of departmental or program policies and procedures. Assignments are completed independently with minimal guidance and some work assignments require handling complicated tasks where the cost of correcting errors would be substantial in either time or money. The work requires solving special problems and making reliable decisions, and only sensitive issues and problems are referred to management. Contacts are with intra- and inter-departmental staff, the public, customers, firms and organizations doing business with the City for planning and coordinating work activities, resolving problems and providing information on department or program activities.

Administrative Specialist III: Positions allocated to this class perform highly complex and diverse specialized program support activities, or supervise a group of employees engaged in administrative or specialized support activities. The work of this class requires a thorough knowledge of general office practices and procedures, specialized office equipment and/or specialized knowledge of policies, procedures and practices applicable to the assigned program area. Incumbents are expected to have a detailed working knowledge of highly complex procedures and regulations such as legally perceived contract or program provisions, codes and ordinances. Contacts are primarily with intra- and inter-departmental staff and the public, and may involve making substantial adjustments or influencing important agreements or situations impacting department policy.

Administrative Support Supervisor: Positions allocated to this class *plan, organize, assign and evaluate the work of clerical support staff*; complete special projects; and may provide administrative support duties to higher level management. The work requires knowledge of pertinent programs and projects and a wide range of concepts, principles and experience in applying assigned tasks, and correction of non-routine work. Contacts are within the department and with the public on routine matters.

Comparison

The duties and responsibilities assigned to the subject position have been reviewed with the specific objective of identifying its appropriate classification. We find that the work assigned to the Administrative Specialist III class differs from that assigned to the Administrative Support Supervisor class in that the predominant work activity of the latter is supervision.

Conclusion

We found through our review that the subject position is relied upon to perform *diverse specialized program support activities and provide supervision to a group of employees engaged in administrative and specialized support activities*. It is clear from this review that supervision is not the predominant work activity of this position; and that the duties are consistent with those assigned to other Administrative Specialist III positions throughout the City.

Recommendation:

Therefore, finding no justification for allocating the subject position to the class of Engineering Aide, nor for creating a new class title or salary, we recommend the following:

- 1) that the subject position remain within the Administrative Support class series;
- 2) that the subject position be allocated to the classification title of Administrative Specialist III;
- 3) that this action should become effective August 24, 1995, the date the incumbent signed the PDQ.



CLASSIFICATION DETERMINATION REPORT

Date: August 19, 1996

Report No.: 96-854

POSITION IDENTIFICATION

Department: Executive Department - Office of Economic Development
Classification Title: Development Finance Specialist, Senior
Ordinance Title: Development Finance Specialist, Senior
Position Number: 024524
Bargaining Unit: 030 Current Salary: \$22.30 - \$26.04 (Range 36.5A)
Remarks:

RECOMMENDED ACTION

Classification Title: Accounting Technician II
Ordinance Title: Accounting Technician II
Legislation Required: Yes Recommended Salary: \$13.65-15.26 (Range 22.5 B)
Recommended Bargaining Unit: 030
Remarks: (See next page for pertinent allocation information)

INCUMBENT STATUS

Incumbent:
Current Standing: Development Finance Specialist, Senior
Recommended Standing: Accounting Technician II
In recommended standing, incumbent status is: NA
 Regular; Probationary; Temporary (Exam Required)
Authority: Personnel Rule -
 2.3.100 2.3.200 2.3.300

Remarks:

APPROVED: Carla Coward *CC* Senior Classification Analyst
Lidia Santiesteban *LS* Classification Supervisor
Sarah Welch *SW* Classification/Compensation Director
Personnel Director

SOURCE OF REQUEST/POSITION IDENTIFICATION

Position #024524 was reviewed as a result of a request filed by the Office of Economic Development (OED). For the last several years OMP has shared an Accounting Technician II with OED. This arrangement will be discontinued for 1997 and beyond. In 1997 and 1998 there will be a large increase in both grants administered and professional staffing levels. Consequently the financial activities in OED will increase, requiring a full time Accounting Technician. Although OED was able to fill a vacant professional level position with a person who had the necessary experience to complete many of the duties of the part-time Development Finance Specialist, Senior, the workload of this professional position does not allow for the incumbent to take on the administrative accounting functions that were originally assigned to it.

This position will support the financial unit within OED. OED's financial activity occurs in three separate funds. The first is the general operating fund. The second are the grant funds. The third are the loan programs. In 1997 OED will also be responsible for the financial monitoring of film fee revenue and disbursement to City departments.

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 Questionnaire (PDQ) submitted for the purposes of this review
- Class Specifications 2004505, 4000004 and 4000005
- Organizational Chart
- and other records available internally

STATEMENT OF DUTIES

The essential purpose of this position is to serve as sole support to the Finance Analyst who oversees and has overall responsibility for the budget and accounting operations within OED. The incumbent in this position will be responsible for entering data into the SMFS/HRIS payroll systems; creating and maintaining encumbrance records and balances; auditing invoices and TEA request; and preparing contractor invoices for payment.

NOTE: For a more complete listing of this position's responsibilities, see the Position Description Questionnaire (PDQ), dated July 17, 1996 submitted for the purposes of this review.

ANALYSIS

We compared the work of this position to the Development Finance Specialist, Senior, Accounting Technician II and III.

The duties of incumbents in the Development Finance Specialist, Senior class coordinate the processing of complex public and private loans for local economic development, commercial or housing development projects. Assume lead responsibility in specialized housing, economic or business development programs.

The duties of incumbents in Accounting Technician II class perform the full range of accounting records maintenance activities of an assigned accounting area or set of records. Duties involve performing all operations and established methods independently according to departmental procedures.

The duties of incumbents in an accounting Technician II class serve as lead worker over Accounting Technician positions engaged in the maintenance and preparation of accounting records maintenance operations and procedures pertaining to a complex set of accounts or accounting records.

The best match is the Accounting Technician II class. This position will not be a lead worker, but will be performing a full range of account maintenance activities for OED.

RECOMMENDATION

Recommend position #024524 be reclassified from a part-time Development Finance Specialist, Senior to a full-time Accounting Technician II, effective the date the PDQ was signed, July 17, 1996.

CLASSIFICATION DETERMINATION

Date: August 21, 1996

Report No. 96-860

POSITION IDENTIFICATION

Department: Finance

Classification Title: Senior Accountant

Ordinance Title: Senior Accountant

Position Number: 010667

Bargaining Unit: 030 Current Salary: \$18.80 - \$21.12 (Range 31.0B)

RECOMMENDED ACTION

Classification Title: Senior Management Systems Analyst

Ordinance Title: Senior Management Systems Analyst

Legislation Required: Yes Recommended Salary: \$23.18 - \$27.03 (Range 37.5A)

Recommended Bargaining Unit: 030

Remarks:

INCUMBENT STATUS

Incumbent:

Current Standing: Senior Accountant

Recommended Standing: Senior Management Systems Analyst

In recommended standing, incumbent status is:

Regular; Probationary; X Temporary (Exam Required)

Authority: Personnel Rule -

2.3.100; 2.3.200; X 2.3.300

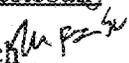
Remarks:

Approved:

Jimmy Woo  Senior Personnel Analyst

John Pearson  Supervising Personnel Analyst

Lidia Santiesteban  Classification/Compensation Director

Sarah Welch  Personnel Director

SOURCE OF REQUEST/POSITION IDENTIFICATION

The position was reviewed at the request of the Department of Finance. The position is in the Accounting Services Division. This division provides financial information to all the customers of the Accounting Services Division, to support City departments' accounting and payroll operations, and to safeguard the City's financial assets.

POSITION HISTORY

See individual position record cards 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;
- Class Specification 2350004/Management Systems Analyst and 2350005/Senior Management Systems Analyst;
- Organizational Chart;
- Desk audits with the incumbent and the immediate supervisor;
- Comparison with potentially comparable positions within the City;
- and other records available internally.

STATEMENT OF DUTIES

The essential purpose of this position is to review, develop and implement systems and procedures aimed at increasing productivity and efficiency. The position maintains an effective technological process and efficient method of publishing the City's Annual Financial Report (CAFR).

NOTE: For a more thorough listing of the subject position's responsibilities, see the Position Description Questionnaire (PDQ), dated September 18, 1995 submitted for the purposes of this review.

ANALYSIS

Class specifications for Management Systems Analyst and Senior Management Systems Analyst were selected as appropriate for review of the subject position, since the primary duties and responsibilities expected of the position are typically performed by positions allocated to this series.

Positions allocated to the class of Management Systems Analyst provide 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. At the Senior Management Systems Analyst level, positions perform the more difficult assignments, serve as leadworkers, function as departmental technical experts, and supervise departmental workload and planning programs.

The subject position: reviews, develops and implements systems and procedures aimed at increasing productivity and efficiency; provides financial expertise for fund accounting and analysis related to the Seattle Financial Management System (SFMS) and financial systems; evaluates effectiveness of management controls and procedures; acts as project manager formulating, recommending and initiating solutions for effective methods of improving work, both from a technological and procedural standpoint; applies newest reporting tool to extract information from the mainframe with the objective of making end user tools available to the

city in order to have user friendly reporting mechanisms.

Our review did not find adequate justification for reclassifying the position to the requested Senior Management Systems Analyst level. Although the employee does list project management, the audit and review did not see it as the position's predominant work activity. Review of the organizational charts also verified that the Department has a Systems Services Division which provides technical support and maintenance of SFMS and intra-departmental personal computer and local area network support. Further perusal of the PDQ showed that per the response to resolution charting 26813, the employee has been given/taken on more responsibilities. Continuous technological changes and the increasing availability of new software that complement and support SFMS have expanded the employee's job to include:

- Testing and implementing new software.
- Participating in the department's technical committee.
- Reviewing and enhancing subsystems that feed transactions to SFMS.
- Coordinating DP projects that involve the Systems Services Division, and the flow of information and accounting transactions handled by the Accounting Services, and the Treasury Divisions of the Department of Finance.
- Maintaining an efficient technological platform for CAFR publication.
- Continuing responsibility for fund accounting and data management work on various city funds.

These aspects of the subject position's duties and responsibilities are typically performed by positions classified as Management Systems Analyst and therefore, warrant the same recognition as a Management Systems Analyst.

RECOMMENDATION

Recommend position #010667 be reclassified to Management Systems Analyst, effective September 18, 1995, which is the date the PDQ was signed by the incumbent and immediate supervisor.

ADDENDUM

The Finance Department appealed the Management Systems Analyst classification recommendation of Report No. 96-668. An appeals hearing was conducted with the Finance Department on August 16, 1996 whereby additional information, consisting of a new PDQ and memorandum from the Finance Director, was provided to support a Senior Management Systems Analyst classification for the subject position. This additional information (see position file) details the subject position's role in coordinating teams and projects involved with City-wide systems, its assumption of senior level projects from former staff and increasing involvement in senior level projects during previous and current department reorganizations. The type of projects assigned to the subject position have also been identified as those typically assigned to senior analysts by the department's Systems Director.

Based upon this additional body of information, the Classification Appeals Panel concludes that a revision in allocation from Management Systems Analyst to Senior Management Systems Analyst is warranted for this position.

CLASSIFICATION DETERMINATION

August 7, 1996

Report #96-705

POSITION IDENTIFICATION

Department: Housing and Human Services
 Classification Title: Senior Management Systems Analyst
 Ordinance Title: Senior Management Systems Analyst
 Position Number: 022053
 Bargaining Unit: 030 Current Salary: \$23.18 - 27.03 (Range: 37.5A)

RECOMMENDED ACTION

Classification Title: Principal Systems Analyst
 Ordinance Title: Principal Systems Analyst
 Legislation Required: Yes
 Bargaining Unit: 030 Recommended Salary: \$ 25.54 - 29.62 (Range: 40.0A)
 Remarks: See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:
 Current Standing: Senior Management Systems Analyst
 Recommended Standing: Principal Systems Analyst

In recommended standing, incumbent status is:

Regular Probationary Temporary (Exam Required)

Authority: Personnel Rule -
 2.3100 2.3.200 2.3.300

Remarks:

Recommended by: Gail Thompson Classification/Compensation Analyst
 Approved by: John Pearson *JPS* Classification/Compensation Supervisor
 Lidia Santiesteban *JPS* Classification/Compensation Director
 Sarah Welch *M.P.G.* Personnel Director

SOURCE OF REQUEST

This position was reviewed as a result of a departmental request. The subject position is located within the Program Support Division of the Information Systems Section within the Engineering Department. This Division is responsible for managing the design, development, implementation and maintenance of the Department's information processing and reporting systems and information technology applications.

SCOPE OF REVIEW

This review consisted of an analysis of the Position Description Questionnaire dated January 2, 1996; comparative review of class specifications within the series of Systems Analyst and Management Systems Analyst; and charts showing the organizational structure of the assigned work unit.

POSITION HISTORY

A complete history of this position is available in Personnel Records.

POSITION SUMMARY

According to management the subject position is essentially responsible for planning, developing and implementing innovative operational systems and controls, including development of an internal Human Resource Information System, an Energy Conservation Management System, an automated budget system and a new accounts receivable system.

BACKGROUND

It is departmental management's belief that the duties and responsibilities assigned to the subject position changed within the past year. According to departmental management the subject position has taken on increasingly complex management responsibilities, and departmental and City initiatives have necessitated more sophisticated oversight and technological problem solving.

ANALYSIS

Based on the above description, class specifications in the Systems Analyst and Management Systems Analyst series were selected for comparison. The work of these series is characterized in this manner:

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 Systems Analyst - provide 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 organizational changes. This series consists of four levels: entry, journey, senior and supervisor, and they are distinguished from one another by the complexity of assignments and/or lead or supervisory duties.

COMPARISON

According to the PDQ the primary duties of the subject position are:

- ◆ Managing the development of new information and existing technology for divisional and departmental applications.
- ◆ Serving as the Department's security and systems administrator.
- ◆ Overseeing the development of data processing standards, policies and operating procedures to ensure compliance with City-wide standards and applications.
- ◆ Managing the quality and delivery of information technology services in the areas of help desk, application implementation, support and training.
- ◆ Supervise the work of four Management Systems Analysts, a Programmer and a Help Desk intern.

I found through my analysis that while tasks assigned to the subject position seem similar to those assigned to positions allocated to the series of Management Systems Analyst, the overall scope of responsibilities and complexity of the work is quite dissimilar. While positions allocated to the Management Systems Analyst series are responsible for system development, design and implementation, it is *specifically* from an operational perspective. Positions in the Management Systems Analyst class provide advice and service to management on specific operational and administrative processing and reporting alternatives, and prepare recommendations to implement new systems, procedures and/or organizational changes. Whereas, position, assigned to the class of Systems Analyst are responsible for planning, developing, analyzing and coordinating data processing systems. Having determined the appropriate class series, what remains to be determined is which level best represents the work of the subject position.

Work at the *journey* level (*Systems Analyst*) is characterized as diagnosing and resolving system problems within a specialty area. Employees allocated to this level are expected, using techniques and methods of the specialty, to independently determine the most appropriate methods and procedures for carrying out assignments. Projects and work assignments are monitored and reviewed to ensure work progress and use of proper procedures.

Positions allocated to the *senior* level handle the more complex and/or technically difficult problems within a specialty area; diagnose system failures to isolate the source of problems between equipment, system software and application programs; analyze the impact of requested services through a variety of methods appropriate to the specialty, considering factors such as compatibility, conversion, implementation of cost, or the impact on existing systems, and equipment; document alternatives and recommendations, and serve as lead over subordinate staff.

Positions at the *principal* level develop overall project plans; identify and resolve critical problems that primarily concern major or City-wide systems; and/or serve as a technical expert in an area of specialization.

CONCLUSION

The duties and responsibilities of the subject position were reviewed to identify the position's appropriate classification. Review of the PDQ indicates that this position is considered the technical expert for the Department, and is responsible for overseeing the planning, development and implementation of departmental and City-wide systems. These are duties and responsibilities typically assigned to positions allocated to the title of Principal Systems Analyst.

RECOMMENDATION

I therefore, recommend that Position #022053 be reclassified to the title of Principal Systems Analyst. This action should become effective January 2, 1996, the date the PDQ was signed.

RESOLUTION 26813 CHARTING

CLASSIFICATION DETERMINATIONS:	Report No. 96-705
DEPARTMENT/OFFICE:	Housing and Human Services
CURRENT TITLE:	Senior Management Systems Analyst
CURRENT SALARY:	\$23.18 - 27.03 (Range: 37.5A)
PROPOSED TITLE:	Principal Systems Analyst
PROPOSED SALARY:	\$25.54 - 29.62 (Rang: 40.0A)
WHY INEQUITY MAY HAVE OCCURRED:	None has occurred
WRITTEN JUSTIFICATION/ COST EFFECTIVE/EFFICIENCY:	N/A
ORGANIZATIONAL EFFECTS	None
EFFECTS ON OTHER POSITIONS:	None
POSSIBLE TASK REDUCTIONS:	None
BETTER REVIEW AT BUDGET?	N/A
SPECIFIC INDIVIDUAL REWARDS?	N/A
ADDITIONAL COMMENTS:	None

CLASSIFICATION DETERMINATION

EXHIBIT A

REPORT NO.: 96-829

RECOMMENDED SALARY: 16.45-17.09-17.75-18.44-19.15
(Salary Range 28.5A)

RECOMMENDED ORDINANCE TITLE: Counselor

RECOMMENDED ORDINANCE TITLE: Counselor

EFFECTIVE DATE: October 1, 1995 through December 21, 1996

Incumbent: Department: Housing and Human Services
Position No.: 025271 Current Salary: \$16.45-19.15 (Salary Range 28.5A)
Current Classification Title: N/A
Current Ordinance Title: N/A
Current Status: N/A Recommended Status: Counselor
Remarks:

Incumbent: Department: Housing and Human Services
Position No.: 025272 Current Salary: \$16.45-19.15 (Salary Range 28.5A)
Current Classification Title: N/A
Current Ordinance Title: N/A
Current Status: N/A Recommended Status: Counselor
Remarks:

Incumbent: Department: Housing and Human Services
Position No.: 025273 Current Salary: \$16.45-19.15 (Salary Range 28.5A)
Current Classification Title: N/A
Current Ordinance Title: N/A
Current Status: N/A Recommended Status: Counselor
Remarks:

Incumbent: Department: Housing and Human Services
Position No.: 025274 Current Salary: \$16.45-19.15 (Salary Range 28.5A)
Current Classification Title: N/A
Current Ordinance Title: N/A
Current Status: N/A Recommended Status: Counselor
Remarks:

Incumbent:	Department:	Housing and Human Services
Position No.: 025275	Current Salary:	\$16.45-19.15 (Salary Range 28.5A)
Current Classification Title:	N/A	
Current Ordinance Title:	N/A	
Current Status: N/A	Recommended Status:	Counselor

Remarks:

Incumbent:	Department:	Housing and Human Services
Position No.: 025276	Current Salary:	\$16.45-19.15 (Salary Range 28.5A)
Current Classification Title:	N/A	
Current Ordinance Title:	N/A	
Current Status: N/A	Recommended Status:	Counselor

Remarks:

Incumbent:	Department:	Housing and Human Services
Position No.: 025277	Current Salary:	\$16.45-19.15 (Salary Range 28.5A)
Current Classification Title:	N/A	
Current Ordinance Title:	N/A	
Current Status: N/A	Recommended Status:	Counselor

Remarks:

Incumbent: Vacant	Department:	Housing and Human Services
Position No.: 025278	Current Salary:	\$16.45-19.15 (Salary Range 28.5A)
Current Classification Title:	N/A	
Current Ordinance Title:	N/A	
Current Status: N/A	Recommended Status:	Counselor

Remarks:

Incumbent:	Department:	Housing and Human Services
Position No.: 025279	Current Salary:	\$16.45-19.15 (Salary Range 28.5A)
Current Classification Title:	N/A	
Current Ordinance Title:	N/A	
Current Status: N/A	Recommended Status:	Counselor

Remarks:

Position Identification and Source of Request:

These positions were reviewed as a result of a Departmental request from the Department of Housing and Human Services. The subject positions are located in the Division on Aging. This Unit is responsible for providing long term care services to at risk elderly persons who wish to remain in their home, but require a case manager to develop and implement a service plan to accomplish this activity.

Position History:

See individual position record cards included in the file for detailed historical data concerning these positions.

Scope of Review:

This review consisted of an analysis and evaluation of the subject positions by a team of Classification analysts (Gail Thompson, Barbara Martin and Trish Bourdeau) which consisted of the following:

- ◆ the Position Description Questionnaire (PDQ) dated December 8, 1995;
- ◆ comparisons of class specifications in the Counselor class;
- ◆ comparison to similar positions;
- ◆ review of the organization unit affecting the subject positions;
- ◆ and related classification files.

Background:

According to departmental management, these positions are being created because of actions taken by the 1995 State Legislature. The Division on Aging will assume an expanded role in the ongoing case management of in-home community based long term care for the elderly and younger disabled adults in King County.

Summary of Work

These positions are essentially responsible for completing a comprehensive client assessment which includes, developing and implementing individualized plans of care; monitoring and reassessing the client's care; and advocating for and terminating care when appropriate.

NOTE: *For a more complete listing of the subject positions' responsibilities, see the Position Description Questionnaire (PDQ), dated and submitted for purposes of this review.*

ANALYSIS:

Based on the above description, the class specification of Counselor was selected for the review. The work of this class is characterized in this manner:

Counselor - assesses the medical, economic, environmental and psycho-social condition of assigned clients in targeted groups such as the elderly and veterans. Develops, manages, monitors and coordinates service plans and their budgets according to federal and state standards. Provides counseling, crisis intervention and referrals to appropriate community services to improve the client's condition.

CONCLUSION:

We found through our analysis that the Counselor class is the most appropriate class for these positions.

RECOMMENDATION:

Therefore, we recommend that these positions be allocated to the title of Counselor. This action should become effective October 16, 1995.



CLASSIFICATION DETERMINATION REPORT

Date: September 11, 1996 Report No 95-676

Position Identification

Department: Municipal Court
Classification Title: Administrative Specialist I
Ordinance Title: Administrative Specialist I-MC
Position Number: 023563
Bargaining Unit: 040 Current Salary: \$12.68-\$14.14 (Salary Range 20.5B)

RECOMMENDED ACTION

Classification Title: Administrative Specialist II NOTE: SALARY RANGE UPGRADED TO RANGE 22.5B PER ORDINANCE #118268 EFFECTIVE 12/28/94
Ordinance Title: Administrative Specialist II-MC
Legislation Required: Yes Recommended Salary: \$13.38-\$14.97 (Salary Range 22.0B)
Recommended Bargaining Unit: 040
Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbent:
Current Standing: Administrative Specialist I
Recommended Standing: Administrative Specialist II
In recommended standing, incumbent status is:

Regular;	Probationary;	Temporary.
[x] 2.3.100;	[] 2.3.200;	[] 2.3.300.

Remarks:

Recommended: Team 2 *gt + b* Classification Analyst(s)
Approved: John Pearson *JP* Classification Supervisor
Lidia Santiesteban *LS* Classification/Compensation Director
Sarah Welch *SW* Personnel Director

Position Identification and Source of Request:

This position was reviewed as a result of a management request. Position No. 023563 is located in the Judicial section of Municipal Court. This Unit is responsible for equitable application of the law and for providing policy direction and administrative guidance to all court operations.

Position History:

See individual position record card included in the file for detailed historical data concerning the position.

Background:

Department management and the incumbent believe that the work of the subject position no longer falls within the parameters of the Administrative Specialist I classification, and are comparing the duties to the next level, Administrative Specialist II.

Scope of Review:

This review consisted of an analysis by a team of Classification Analysts (Gail Thompson, Barbara Martin and Trish Bourdeau) which consisted of the following:

- ◆ the Position Description Questionnaire (PDQ) dated November 13, 1995;
- ◆ comparisons of class specifications in the Administrative Specialist class series;
- ◆ an audit of the subject position;
- ◆ additional information submitted by the incumbent and immediate supervisor; reflecting the position's duties and responsibilities;
- ◆ comparison to similar positions;
- ◆ review of the structure of the assigned work unit;
- ◆ related classification files.

Summary of Work

This position is essentially responsible for providing the full range administrative support duties to ten elected judges and an Executive Assistant.

NOTE: For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaire (PDQ), dated and submitted for purposes of this review.

Analysis:

Based on the above descriptions, class specifications in the Administrative Support class series were selected for comparison. The work of this series is characterized as providing a variety of clerical support tasks, or specialized tasks to support a specific function or program.

This series consist of five levels and they are distinguished from one another by their respective degrees of difficulty, responsibility, accuracy required and the types and nature of contacts. The work is described in this manner:

Office Assistant: Positions allocated to this class perform *basic office support tasks*, by following detailed guidelines, procedures and specific instructions. Tasks assigned at this level have built in checks and balances or are reviewed closely for accuracy and completeness. Contacts are primarily with intra-departmental employees to exchange or clarify information.

Administrative Support Assistant: Positions allocated to this class are characterized as being responsible for *multiple routine tasks or a single specialized task* in support of a program activity. Work at this level involves use of limited judgment in handling assigned tasks, with close review and correction of non-routine assignments.

Administrative Specialist I: Positions allocated to this class are distinguished by the performance of *several specialized activities in support of a program*. The work is performed within established procedures, however, incumbents select the most appropriate procedures for completion of assigned tasks. Incumbents are expected to understand the work processes, procedures and regulations of the assigned program area, and may assign and review the work of lower level employees.

Administrative Specialist II: Positions allocated to this class perform the *full range of administrative support functions for high level management or specialized tasks in support of a special function or program*. Work at this level requires advanced knowledge of general office practices and procedures and require comprehensive knowledge of departmental or program policies and procedures. Assignments are completed independently with minimal guidance and some work assignments require handling complicated tasks where the cost of correcting errors would be substantial in either time or money. The work requires solving special problems and making reliable decisions, only sensitive issues and problems are referred to management.

Administrative Specialist III: Positions allocated to this class perform *highly complex and diverse specialized support activities, or supervise a group of employees engaged in administrative or specialized support activities*. The work of this class requires a thorough knowledge of general office practices and procedures, specialized office equipment, and/or specialized knowledge of policies, procedures and practices applicable to the assigned program area. Incumbents are expected to have a detailed working knowledge of highly complex procedures and regulations such as legally perceived contract or program provisions, codes, and ordinances.

Administrative Support Supervisor: Positions allocated to this class *plan, organize, assign and evaluate the work of clerical support staff*; complete special projects; and may provide administrative support duties to higher level management. The work requires knowledge of pertinent programs and projects and a wide range of concepts, principles and experience in applying assigned tasks, with close review and correction of non-routine work.

Conclusion:

Through our audit we found that the nature of work assigned to the subject position (providing information, referring calls, drafting correspondence, maintaining correspondence files, ordering inventory and maintaining office supplies) is generally considered non-routine, requiring some judgment about how to best organize assigned tasks and making reliable decisions about work priorities. Such expectations are typical of duties assigned to positions allocated to the level of Administrative Specialist I.

During also investigation, we also found that the subject position works independently, with minimal guidance, and is expected to use ingenuity and initiative to research, resolve and present facts and findings upon which important or costly decisions could be made. These are responsibilities typically assigned to positions at the Administrative Specialist II level.

Recommendation:

It is our recommendation, based on the diversity of tasks assigned, rather than the relative complexity of the work, that the subject position be allocated to the level of Administrative Specialist II. This action should become effective November 13, 1995, which is consistent with the date the incumbent signed the PDQ.



CLASSIFICATION DETERMINATION REPORT

Date: October 23, 1996

Report No. 96-907

POSITION IDENTIFICATION

Department: Seattle Municipal Court
Classification Title: Administrative Specialist II
Ordinance Title: Administrative Specialist II-MC
Position Number: 015605 and 025019
Bargaining Unit: 040

Current Salary: \$13.38 - \$14.97
(Salary Range: 22.0B)

RECOMMENDED ACTION

Classification Title: Administrative Support Supervisor
Ordinance Title: Administrative Support Supervisor-MC
Legislation Required: Yes
Rec. Bargaining Unit: 040
Remarks: See next page for pertinent allocation information.

Recommended Salary: \$15.54 - \$17.41
(Salary Range: N/A)

INCUMBENT STATUS

Incumbent:
Current Standing: Administrative Specialist II
Recommended Standing: Administrative Support Supervisor
In recommended standing, incumbent status is:

Regular;	Probationary;	Temporary.
<input checked="" type="checkbox"/> 2.3.100;	<input type="checkbox"/> 2.3.200;	<input type="checkbox"/> 2.3.300.

Remarks:

Recommended: Team 2 *MP*
Approved: John Pearson *JP*
Lidia Santiesteban *LS*
Sarah Welch *SW*

Classification Analyst(s)
Classification Supervisor
Classification/Compensation Director
Personnel Director

Position Identification and Source of Request:

These positions were reviewed as a result of a Step 3 grievance filed on behalf of the incumbents by Teamsters Local Union No. 763 who allege that the grievants, whose positions are currently classified as Administrative Specialist II, are performing the duties and responsibilities commensurate with the higher classification of Administrative Support Supervisor or higher.

Position History:

See individual position record cards included in the file for detailed historical data concerning the position.

Scope of Review

The current review of these positions consisted of an analysis and evaluation of the work performed by subject positions by a team of Classification Analysts (Gail Thompson, Trish Bourdeau and Barbara Martin) which consisted of the following:

- the joint Position Description Questionnaire (PDQ) dated and signed by incumbents on October 13, 1995; and the positions' supervisor on 9/10/96
- comparisons to class specifications in the Administrative Support series, specifically, Administrative Specialist II, Administrative Specialist III, and Administrative Support Supervisor
- comparisons to similarly comparable positions
- review of the organizational structure affecting the subject positions
- the positions history cards and positions files

Summary of Work

The essential purpose of these positions is to ensure that files for various hearings, arraignments and courts (informal and formal) are prepared daily; monitor and supervise the workload of subordinate employees; and research and respond to the more difficult or complex problems pertaining to court/magistrate hearing files.

NOTE: For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaire (PDQ), dated and submitted for purposes of this review.

Analysis:

The subject positions' duties and responsibilities were reviewed in the Classification Project, and based on an analysis of the information gathered from the Position Description Questionnaire (PDQ), the positions were allocated to the Administrative Specialist II classification title.

As noted in responses to Question Nos. 32a. and 32b. of the PDQ, the requested reclassification was made by the Department as a result of a reorganization which occurred during 1992 where the Customer Service and Records Information Unit was divided into two separate units - Customer Service and Records Information Management.

According to the PDQ, this merger precipitated the creation of the subject positions. However, since the Unit was in its infancy, the body of work initially submitted for classification review was theoretical rather than based on actual duties. Management states that the duties of the positions are firmly established now and are equivalent to those of other Administrative Support Supervisors in the Court, and that the primary reason for a reclassification is to address the inequity that now exists.

Through our analysis, we found that the scope and range of duties and responsibilities assigned to the subject positions reflect the work of positions allocated to classifications within the Administrative Support series. Therefore, having determined that the Administrative Support series is the most relevant class, what remains to be determined is the appropriate classification level. This series consists of five levels, distinguished from one another by their respective degrees of difficulty, responsibility, accuracy required and the types and nature of contacts. For purposes of this review, we selected the following class specifications:

Administrative Specialist II: Positions allocated to this class perform the ***full range of administrative support functions for high level management or specialized tasks in support of a special function or program.*** Work at this level requires advanced knowledge of general office practices and procedures and requires comprehensive knowledge of departmental or program policies and procedures. Assignments are completed independently with minimal guidance and some work assignments require handling complicated tasks where the cost of correcting errors would be substantial in either time or money.

Contacts are with intra- and inter-departmental staff, the public, customers, firms, and organizations doing business with the City for planning and coordinating work activities, resolving problems and providing information on department or program activities.

Administrative Specialist III: Positions allocated to this class perform *highly complex and diverse specialized support activities, or supervise a group of employees engaged in administrative or specialized support activities*. The work of this class requires a thorough knowledge of general office practices and procedures, specialized office equipment, and/or specialized knowledge of policies, procedures and practices applicable to the assigned program area.

Incumbents are expected to have a detailed working knowledge of highly complex procedures and regulations such as legally perceived contract or program provisions, codes, and ordinances. Contacts are primarily with intra- and inter-departmental staff and the public, and may involve making substantial adjustments or influencing important agreements or situations impacting department policy.

Administrative Support Supervisor: Positions allocated to this class *plan, organize, assign and evaluate the work of clerical support staff*; complete special projects; and may provide administrative support duties to higher level management. The work requires knowledge to difficult or complex assignments.

Incumbents are expected to work independently with little or no direction; and to make decisions such as those required to analyze and revise procedures and methods; to interpret and apply complex rules and regulations; and to determine appropriate action where instructions and priorities are vague, altered or absent. This class differs from the Administrative Specialist III class in that the predominant activity is supervision.

Conclusion:

Based upon our analysis and review of the duties and responsibilities of the subject position, we conclude that the work performed is reflected in the class specification for Administrative Support Supervisor, and compares to the work of other positions so classified. As indicated in the PDQ, these positions spend 70% of their time supervising clerical support staff. Position #015605 supervises the work of the File Control/Case Assembly Unit which includes 8 clerical positions. Position #025019 supervises the work of the Case Preparation Unit which includes of 8 clerical positions. It is, therefore, apparent that that supervision is the predominant activity of the subject positions.

Recommendation:

We, therefore, recommend that the subject positions (No. 015605 and No. 025019) be allocated to the title of Administrative Support Supervisor, effective May 18, 1996, which is 30 calendar days prior to the initial filing of the grievance on June 17, 1996, in accordance with Article 20.5 of the Collective Bargaining Agreement between the City and Local 763.

CLASSIFICATION DETERMINATION

Date: June 19, 1996

Report No. 950682

POSITION IDENTIFICATION

Department: Parks and Recreation

Classification Title: Recreation Leader

Ordinance Title: Recreation Leader

Position Number: 017930

1995 Budget Log No.: N/A

Bargaining Unit: 027

Current Salary: \$10.13 - 16.26

RECOMMENDED ACTION

Classification Title: Recreation Program Specialist

Ordinance Title: Recreation Program Specialist

Legislation Required: Yes

Recommended Salary: Range 27.0A

Bargaining Unit: 004

Remarks: See next page for pertinent allocation factors

INCUMBENT STATUS

Incumbent:

Current Standing: Recreation Leader

Recommended Standing: Recreation Program Specialist

In recommended standing, incumbent status is: See "Remarks" below

Regular;

Probationary;

Temporary (Exam Required)

Authority: Personnel Rule - N/A

2.3.100;

2.3.200;

2.3.300

Remarks: Trial Service Period per Local 17 contract

Recommended By: Curt Funk *CF* Classification/Compensation Analyst

Approved: *-- --* Classification/Compensation Supervisor

Lidia Santiesteban *MS* Classification/Compensation Director

Sarah Welch *M P S* Personnel Director

Source of Request/Position Identification

The subject position of this review is position #018813, a Recreation Leader. The position is in the Citywide Recreation Division, Citywide Athletics Section. Citywide Athletics consists of three units: Adult Sports, Youth Sports, and the Tennis Center. The subject position is in the Adult Sports Unit; that unit develops and administers citywide adult sports programs including league play, tournaments, and special events. The subject position coordinates and schedules the Evening Recreation Program and the Adult Volleyball leagues; assists in the coordination of other programs; and recruits and supervises intermittent Recreation Attendants.

This review is in response to a work-out-of-class grievance filed by Local 1239. The grievance alleges that the incumbent is performing the duties of the Recreation Program Specialist class. The grievance was originally filed under the "expedited" review process, but the Personnel Department removed it from the expedited process because the Classification/Compensation Unit deemed a job audit and management confirmation of duties to be necessary, and because Class/Comp wanted to review the position in the context of another work-out-of-class grievance. The other grievance relates to position 018813, also a Recreation Leader requesting to be reclassified to Recreation Program Specialist. Classification Report 950137, dated June 5, 1996, recommends that position 018813 be reclassified to Recreation Program Specialist.

Position History

A complete history of the position is available in Personnel Records. There are no aspects of the position history that have any bearing on the recommendation in the present report.

Scope of Review

This review consisted of analysis of the PDQ submitted with the grievance; comparison with potentially relevant class specifications and potentially similar positions; an interview with the incumbent; interviews with the position's immediate and second-line supervisor; telephone consultations with the position's manager and with Parks Human Resources; internal peer and supervisory discussions within Class/Comp; and a team review by a team of Class/Comp Analysts.

Analysis

The duties of the subject position are described on the PDQ submitted with the grievance, and were clarified and confirmed in interviews with the position's first- and second-line supervisors (Recreation Program Coordinator and Senior Recreation Program Coordinator, respectively). The principal duties of the subject position include coordinating and scheduling the Evening Recreation Program (50% of the time, according to the PDQ); receiving payments and tracking revenue for the Evening Recreation Program (10%); coordinating the Citywide Volleyball League (10%); and recruiting, hiring, and supervising paid employees (intermittent Recreation Attendants) and volunteers (10%).

Sixty percent of the duties on the PDQ relate to coordinating, scheduling, and implementing the Evening Recreation Program, and tracking its budget. The position is responsible for scheduling (and re-scheduling, which is frequently necessary) 23 gymnasiums in ten different schools for league and team sports. Basketball is the most frequently-scheduled sport, with a number of different leagues. This scheduling activity involves personal contact with the public, team representatives, and school officials (ranging from athletic directors to custodians). The incumbent coordinates the gym rentals with the needs of the league teams and the availability of staff, volunteers, and sports officials. Not all facilities are the same, and the incumbent must match the needs of the user group to the type of facility. There is significant coordinating, negotiating, and rescheduling related to the leagues, teams, sports officials, and facilities.

The incumbent is also in similar charge of the Citywide volleyball league, occupying another 10% of the time. Thus, at least 70% of the position's time is spent in coordinating the two programs of Evening Recreation and Citywide Volleyball.

The class of Recreation Leader (spec #3200504) performs scheduling and "hands-on," event-specific duties. Most Recreation Leader work is in the field, at the actual event; and the planning work performed by Recreation Leaders refers not so much to program planning as to scheduling and planning how best to oversee the actual event. Recreation Leaders may plan and coordinate events or activities, whereas Recreation Program Specialists plan and coordinate programs. Based on information obtained in the above-mentioned job audit and interviews, the incumbent spends about 90% of the time in the office and in meetings related to program coordination. The approximate 10% of "field" time is devoted to supervision and checking up on programs and events, and not to assigned event oversight as would be characteristic of Recreation Leader work.

The preponderance of the duties of this position are at a level higher than those of the Recreation Leader class. The duty statements on the PDQ are consistent with the Examples of Work on the class specification of Recreation Program Specialist (refer to class spec #3202004 for a complete listing of Examples of Work) in terms of program development, scheduling, and assigning and monitoring the work of leaders, attendants, and volunteers.

Conclusion

Based on the above, we recommend that the position be reclassified to Recreation Program Specialist due to a gradual accretion of duties. The effective date should be October 23, 1995, which is 30 calendar days prior to the initial filing of the grievance (in accordance with a letter from the City's Labor Relations Division to Local 1239, dated November 30, 1995).

CITY OF SEATTLE
PERSONNEL
DEPARTMENT



CLASSIFICATION DETERMINATION REPORT

Date: Oct. 11, 1996 Report No.: 96-802

POSITION IDENTIFICATION

Department: Parks & Recreation
Classification Title: Park Horticulturist
Ordinance Title: Park Horticulturist
Position Number: 010190
Bargaining Unit: 030 Current Salary: \$24.12-\$28.04 (Range:38.5A)

RECOMMENDED ACTION

Classification Title: Manager
Ordinance Title: Manager VI
Legislation Required: Yes
Bargaining Unit: 030 Recommended Salary: \$24.59-\$28.53 (Range:39.0A)
Remarks: See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent: Vacant
Current Standing: N/A
Recommended Standing: N/A
In recommended standing, incumbent status is:
 Regular; Probationary; Temporary.
Authority: Personnel Rule N/A
 2.3.100; 2.3.200; 2.3.300.
Remarks:

Recommended: Team 1 *CFIC* Classification Analyst(s)
Approved: John Pearson Classification Supervisor
Lidia Santiesteban Classification/Compensation Director
Sarah Welch Personnel Director

This review was conducted by Class/Comp Team 1, consisting of Irene Ogunyemi, Jimmy Woo and Curt Funk. The report was prepared by Irene Ogunyemi.

Source of Request and Position Identification:

This position was reviewed as a result of a request from the Parks departmental management. Position # 010190 is located in the Citywide Park Resources Section (formerly called Horticulture Unit) of the Citywide Division. The Unit administers policies related to horticulture, urban forestry and environmental education. The subject position is a single position classification at pay range 38.5A that does not have a classification specification on file.

Position History:

A copy of the complete history of the position is in the position file for reference.

Scope of Review:

The review of the subject position included analysis of the following:

- ◆ Position Description Questionnaire (PDQ) submitted for this review;
- ◆ Stakeholder's meeting with Parks Citywide Division Management reflecting the position's duties and responsibilities brought about by the reorganization;
- ◆ Team One's review/analysis of subject position information;
- ◆ Comparison to similar positions;
- ◆ Review of the organizational charts affecting the subject position;
- ◆ Position history records and related classification files.

Summary of Work:

The essential purpose of this position is to manage the department's Citywide Park Resource Section; establish the vision and strategic planning necessary to achieve the department's goals related to horticulture, urban forestry, and environmental education; serve as departmental representative to other departments, and interagencies on public issues involving horticulture, urban forestry, and environmental programming; and supervise the Landscape/Construction Unit, the Urban Forestry Unit and the Conservatory/Greenhouse Unit. For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaire (PDQ), dated June 6, 1996 submitted for purposes of this review.

Analysis:

The subject position has the responsibility to establish the vision and strategic planning necessary to achieve the department's goals related to horticulture and urban forestry; plan and supervise the planting, care and maintenance of trees and plant material used in landscaping of City owned and controlled property.

According to the Citywide Division management, since the reorganization of the division, effective January 1, 1995, the body of work of the subject position has changed. It is responsible for managing the department's Citywide Park Resource Section including the Landscape/Construction & Heavy Equipment Crew, the Urban Forestry Unit and the Environmental Programs Unit. In addition, the reorganization has placed more emphasis on community outreach and management responsibilities for the subject position, and to aggressively pursue a leadership role within the City regarding horticulture and urban forestry.

To accomplish the Citywide Division's current reorganizational goals, the subject position has embarked on a proactive aggressive function in advocating, encouraging, marketing, facilitating outreach and support for the Department's horticulture and urban forestry activities and programs, effectively managing Citywide Park Resources Section, and putting more emphasis on its managerial responsibilities and less on technical.

The Parks Department requested a title of Citywide Park Resource Manager for the subject position's title. That title may be used as a working title; however, the subject position's new responsibilities clearly fit into the current "general" Manager Class, and there is no need to create a new ordinance title. Parks currently has a number of Manager VI positions with working title of Parks Resources Manager and Recreation Programs Manger. Making the subject position a Manager VI will recognize its managerial duties and appropriately have it on a par with the other Manager VI positions in the Parks department.

Recommendation:

Based on the above analysis, the review team recommends the subject position be reclassified to Manager VI. The effective date of this action should be January 1, 1995 which is the date of the Citywide Division's reorganization.

Date: Oct. 11, 1996

Report No.: 96-803

POSITION IDENTIFICATION

Department: Parks & Recreation
 Classification Title: Landscape Supervisor
 Ordinance Title: Landscape Supervisor
 Position Number: 020886
 1995/6 Budget Log No.: N/A
 Bargaining Unit: 019 Current Salary: \$19.70 - \$21.30 (Range N/A)

RECOMMENDED ACTION

Classification Title: Planning & Development Specialist II
 Ordinance Title: Planning & Development Specialist II
 Legislation Required: Yes
 Bargaining Unit: 030 Recommended Salary: \$20.32 - \$23.65 (Range 34.0A)
 Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbent:
 Current Standing: Landscape Supervisor
 Recommended Standing: Planning & Development Specialist II
 In recommended standing, incumbent status is:
 Regular; Probationary; Temporary (Exam Required)

Authority: Personnel Rule -

2.3.100; 2.3.200; 2.3.300

Remarks:

Recommended By: Team One ^{10/2/96} Classification/Compensation Analysts
 Approved: John Pearson Classification/Compensation Supervisor
Lidia San'iesteban Classification/Compensation Director
Sarah Welch Personnel Director

This review was conducted by Class/Comp Team 1, consisting of Irene Ogunyemi, Jimmy Woo and Curt Funk. The report was prepared by Irene Ogunyemi.

SOURCE OF REQUEST/POSITION IDENTIFICATION

This position was reviewed as a result of a request from the Parks departmental management. Position # 020886 is located in the Citywide Park Resources Section (formerly called Horticulture Unit) of the Citywide Division. The Unit administers policies related to horticulture, urban forestry and environmental education.

POSITION HISTORY

Please refer to the copy of the position history card included in the position file.

SCOPE OF REVIEW

Review of this position included analysis of the following:

- Position Description Questionnaire (PDQ) submitted for this review;
- Stakeholder's meeting with Parks Citywide Division Management reflecting the position's duties and responsibilities brought about by the reorganization;
- Team One's review/analysis of subject position information;
- Comparison to similar positions;
- Review of the organizational charts affecting the subject position;
- Position file contents.

POSITION SUMMARY

The primary purpose of the subject position is to provide the lead in the unit in dealing with the issues of an aging park forest, community interest in habitat enhancement and the addition of even more forested land to the park system. The subject position will directly supervise two tree crews and a part-time Urban Forester (working title; position will be classified as Planning & Development Specialist I by Report # 96-804), with on going responsibilities which will involve working with the department's Park and Recreation District, other agencies and the public. For a more complete listing of duties and responsibilities, please refer to the Position Description Questionnaire submitted for this review and included in the position file.

ANALYSIS

According to the Citywide Division management, since the reorganization of the division, effective January 1, 1995, the department has recognized that the urban park forest represents a key component of an aging park infrastructure and that actions must be taken now to ensure the viability of the urban forest for future generations. In addition, the department has embarked on an ambitious open space acquisition program to purchase greenbelt and natural areas which are comprised mainly of forested lands. The subject position is charged with the responsibilities of overseeing and development of programs and policies which focus on sound urban forest management policies and practices. The

Parks Department requested a title of Senior Urban Forester for the subject position's title. Senior Urban Forester would be a new title, and would apply only to this position. In response to feedback from customer departments, the Personnel Department's current policy direction is to minimize wherever possible the creation of new classifications, especially single-incumbent classes. Accordingly, the Class/Comp review team explored the options of allocating this position to an existing classification.

The review team found that the subject position's duties and responsibilities are an appropriate match for the class specification of Planning & Development Specialist II. Positions in this class series plan, design, implement research programs or strategies; research, analyze, and evaluate data, and prepare recommendations or alternatives in the developmental work in support of a specialized planning project, program, policy, or issue in areas such as conservation, recycling, parks and recreation, environmental, and land use. Allocating the subject position to Planning & Development Specialist II will recognize the key responsibilities of facilitating input and partnerships with community and special interest groups and other public agencies. Because this particular position will also require skills in implementing reforestation, natural area enhancement and vegetation management projects, this position may be the subject of skill-specific recruiting. The department may want to mention these specific skills in recruitment bulletins and job announcements. And, while there is no need to create a new class title of Senior Urban Forester, the department may certainly use that as a working title for this position if they so choose.

RECOMMENDATION

Based on the analysis, the review team recommends the subject position be reclassified to Planning & Development Specialist II effective January 1, 1995 which is the date of the Citywide Division's reorganization.

CLASSIFICATION DETERMINATION

Date: Oct. 11, 1996

Report No. : 96-804

POSITION IDENTIFICATION

Department: Parks & Recreation
 Classification Title: Planning & Development Specialist II
 Ordinance Title: Planning & Development Specialist II
 Position Number: 024439
 1995/6 Budget Log No.: N/A
 Bargaining Unit: 030 Current Salary: \$20.32 - \$23.65 (Range 34.0A)

RECOMMENDED ACTION

Classification Title: Planning & Development Specialist I
 Ordinance Title: Planning & Development Specialist I
 Legislation Required: Yes
 Bargaining Unit: 030 Recommended Salary: \$18.80 - \$21.91 (Range 32.0A)
 Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbent: Vacant - position is temporarily filled
 Current Standing: Planning & Development Specialist II
 Recommended Standing: Planning & Development Specialist I
 In recommended standing, incumbent status is: N/A

Regular;	Probationary;	Temporary (Exam Required)
2.3.100;	2.3.200;	2.3.300

Remarks:

Recommended By: Team One ^{10/11/96} Classification/Compensation Analysts
 Approved: John Pearson Classification/Compensation Supervisor
Lidia Santiesteban Classification/Compensation Director
Sarah Welch Personnel Director

This review was conducted by Class/Comp Team 1, consisting of Irene Ogunyemi, Jimmy Woo and Curt Funk. The report was prepared by Irene Ogunyemi.

SOURCE OF REQUEST/POSITION IDENTIFICATION

This position was reviewed as a result of a request from the Parks departmental management. Position # 024439 is located in the Citywide Park Resources Section (formerly called Horticulture Unit) of the Citywide Division. The Unit administers policies related to horticulture, urban forestry and environmental education.

POSITION HISTORY

Please refer to the copy of the position history card included in the position file.

SCOPE OF REVIEW

Review of this position included analysis of the following:

- Position Description Questionnaire (PDQ) submitted for this review;
- Stakeholder's meeting with Parks Citywide Division Management reflecting the position's duties and responsibilities brought about by the reorganization;
- Team One's review/analysis of subject position information;
- Comparison to similar positions;
- Review of the organizational charts affecting the subject position;
- Position file contents.

POSITION SUMMARY

The primary purpose of the subject position is to implement reforestation, natural area, enhancement and vegetation management projects. The position is also responsible for contract administration, site inventory, purchasing, analysis and planning, and citizen contact/public process. The position assists a lead worker position with management of a tree pruning program including administration of department's tree pruning policies. (The lead worker position is position # 020886, which is the subject of related Classification Report #96-803, recommending allocation to Planning & Development Specialist II.) For a more complete listing of duties and responsibilities, please refer to the Position Description Questionnaire submitted for this review and included in the position file.

ANALYSIS

According to the Citywide Division management, since the reorganization of the division, effective January 1, 1995, the department has recognized that the urban park forest represents a key component of an aging park infrastructure and that actions must be taken now to ensure the viability of the urban forest for future generations. In addition, the department has embarked on an ambitious open space acquisition program to purchase greenbelt and natural areas which are comprised mainly of forested lands.

The Parks Department requested a title of Urban Forester for the subject position's title. Urban Forester would be a new title, and would apply only to this position. In response to feedback from customer departments, the Personnel Department's current policy direction is to minimize wherever possible the creation of new classifications, especially single-incumbent classes. Accordingly, the Class/Comp review team explored the options of allocating this position to an existing classification.

The review team found that the subject position's duties and responsibilities are an appropriate match for the class specification of Planning & Development Specialist I. Positions in this class plan, design, and implement research programs or strategies; research, analyze, and evaluate data, and prepare recommendations or alternatives in the developmental work in support of a specialized planning project, program, policy, or issue, in areas such as conservation, recycling, parks and recreation, environmental, and land use. Allocating the subject position to Planning & Development Specialist I will recognize the key responsibilities of facilitating input and partnerships with community and special interest groups and other public agencies. This allocation is also consistent with the allocation of this position's lead worker to Planning & Development Specialist II by Report # 96-803. Because this particular position will also require skills in implementing reforestation, natural area enhancement and vegetation management projects, this position may be the subject of skill-specific recruiting. The department may want to mention these specific skills in recruitment bulletins and job announcements. And, while there is no need to create a new class title of Urban Forester, the department may certainly use that as a working title for this position if they so choose.

RECOMMENDATION

Based on the above analysis, the review team recommends the subject position be retitled to Planning & Development Specialist I. Because this is a downgrade of an existing position, the actions should be effective 30 days after the passage of the authorizing legislation per Personnel Rule 2.4.100.

CLASSIFICATION DETERMINATION

Date: August 23, 1996

Report No. 960806

POSITION IDENTIFICATION

Department: Parks and Recreation

Classification Title: Security Officer

Ordinance Title: Security Officer

Position Number: 022238

1995 Budget Log No.: N/A

Bargaining Unit: 037

Current Salary: \$12.16 - 13.13

RECOMMENDED ACTION

Classification Title: Senior Security Officer

Ordinance Title: Senior Security Officer

Legislation Required: Yes

Recommended Salary: \$13.38 - 14.40

Bargaining Unit: 037

Remarks: See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:

Current Standing: Security Officer

Recommended Standing: Senior Security Officer

In recommended standing, incumbent status is:

Regular;

Probationary;

Temporary (Exam Required)

Authority: Personnel Rule -

2.3.100;

2.3.200;

2.3.300

Remarks:

Recommended By: Curt Funk *CF*

Classification/Compensation Analyst

Approved:

Lidia Santiesteban *LS*

Classification/Compensation Supervisor

Sarah Welch *SW*

Classification/Compensation Director

Personnel Director

Source of Request/Position Identification

This position is being reviewed as a result of a work-out-of-class grievance filed by Local 1239 under the "Expedited" review process. The grievance was filed on 10/17/95, and was formally transmitted with a signed Position Description Questionnaire (PDQ) to Class/Comp on 6/13/96. The position is in the Visitor Assistance and Security Unit of the Woodland Park Zoo.

Position History

A complete history of the position is available in Personnel Records. There are no aspects of the position's history that have a bearing on the current review.

Scope of Review

This review included analysis of the PDQ signed by the incumbent and received by Class/Comp on 6/14/96; management comments on the PDQ received by Class/Comp on 8/16/96; reviews of the class specifications for Security Officer, Senior Security Officer, and Supervising Security Officer; a follow-up phone conversation with the incumbent's supervisor; and internal discussions with other Class/Comp Analysts. Also important in this review was the initial Step 3 grievance meeting held on 11/27/95. That meeting was attended by the incumbent, his supervisor and manager; and by representatives from Parks Human Resources, Personnel's Labor Relations and Class/Comp, and Local 1239. The meeting yielded considerable information about the content of the incumbent's job.

Analysis

The grievance requests reclassification to Supervising Security Officer. Briefly summarized, the distinctions among the three levels in the Security Officer class series are as follows (refer to the class specifications for a more complete listing of duties and responsibilities):

Security Officer: The base class in the series, this class performs patrol and security functions, with no responsibilities for lead work or oversight of a program.

Senior Security Officer: This class performs patrol functions, leads the work of others, ensures adequate coverage, and trains and evaluates the work of staff.

Supervising Security Officer: This class supervises, through subordinate lead workers, the day-to-day operations of a security unit.

According to the PDQ, and as confirmed by Zoo management at the above-mentioned Step 3 meeting, it seems undisputed that the subject position is the primary Security Officer at the Zoo, and trains and leads others. Based on this information, it is clear that the position is at a higher level than the base class in the series. The issue is whether the position is at the Senior or Supervisor level. The position certainly performs lead work and scheduling for intermittent Security Officers, and writes procedures and instructions. The position performs quite independently in being the leader of the Shooting Team. This is a nine-member team, comprised

mostly of Zookeepers, who are trained by the incumbent in the use of firearms. Members of the Shooting Team are called out on an emergency response basis when an animal escapes or becomes dangerous. The primary objective is to shoot the animal with a tranquilizing dart, but team members are present with rifles and live ammunition as last-resort emergency backup. (The position's incumbent has considerable experience in weapons use and safety, both from the military and from Police Department training on defensive weapons.)

The portion of the PDQ filled out by the incumbent mentions supervision of the Shooting Team, as well as supervision over five Security Officers. The five intermittent Security Officers led by the position actually comprise only 1.37 FTE. Clarification by Parks management, at the Step Three meeting and on the PDQ with management comments, states that full supervisory authority over these regular and intermittent staff resides with the subject position's supervisor, the Visitor Assistance Coordinator.

Accordingly, we find that the position does not have the full range of supervisory authority (including supervision of subordinate lead workers) required of the Supervising Security Officer class; but that it clearly performs the lead work duties of the Senior Security Officer class. We therefore recommend that the position be reclassified to Senior Security Officer.

A final note on duties related to the Shooting Team: Since departments now have their own decentralized authority for out-of-class pay decisions, the Parks Department may consider out-of-class pay at the Supervising Security Officer level for performing duties related to leading the Shooting Team. It is true that the members of the Shooting Team are supervised by other supervisors at the Zoo. However, the incumbent of the subject position has no technical supervisor -- in fact, no peer -- in the use and safety of firearms. Given the sensitivity of the subject and the potential public safety issues involved, we believe that the training, directions, and practice sessions given by the incumbent are of such a nature that his instructions have the full weight of supervisory authority in this area.

Conclusion

Based on the above, we recommend that the position be reclassified to Senior Security Officer. Pursuant to the Joint Crafts Council contract, the effective date should be September 17, 1995, which is 30 calendar days prior to the filing of the grievance.

CLASSIFICATION DETERMINATION

Date: August 14, 1996

Report No. 96818

POSITION IDENTIFICATION

Department: Police

Classification Title: Administrative Specialist I

Ordinance Title: Administrative Specialist I- BU

Position Number: 005044

1995/6 Budget Log No.: N/A

Bargaining Unit: 035 Current Salary: \$12.68-\$14.14 (Range 20.5B)

RECOMMENDED ACTION

Classification Title: Assistant Personnel Specialist

Ordinance Title: Assistant Personnel Specialist

Legislation Required: Yes

Bargaining Unit: 030 Recommended Salary: \$14.40-\$16.78 (Range 25.0A)

Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbent:

Current Standing: Administrative Specialist I

Recommended Standing: Assistant Personnel Specialist

In recommended standing, incumbent status is:

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

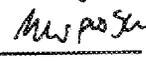
2.3.100;	2.3.200;	2.3.300
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Remarks: Per Article 9.7 B of the collective bargaining agreement the City and Local 17.

Recommended By: James Woo  Classification/Compensation Analyst

Approved: John Pearson  Classification/Compensation Supervisor

Lidia Santiesteban  Classification/Compensation Director

Sarah Welch  Personnel Director

SOURCE OF REQUEST

This position is being reviewed as a result of a Step 3 grievance filed by Local 17 on behalf of the position incumbent on January 31, 1996. The union and incumbent believe the position should be classified as an Assistant Personnel Specialist. Police Department management also concurs with the requested classification.

POSITION HISTORY

Please refer to the copy of the position history card included in the position file.

SCOPE OF REVIEW

Review of this position included analysis of the following:

- Position Description Questionnaire submitted for this review;
- Class Specification Nos. 4050005 Administrative Specialist I and 2155503 Assistant Personnel Specialist.
- Organizational chart;
- and position file contents.

STATEMENT OF DUTIES

The purpose of this position is to coordinate and administer a broad range of personnel services for the Police Department including coordinating selection processes; processing employment and separation documents; maintaining all departmental personnel records and disseminating employment information; implementing, monitoring and communicating City and departmental personnel policies and procedures; coordinating temporary employment services; and providing support services for special personnel projects.

NOTE: For a more complete listing of duties and responsibilities, please refer to the Position Description Questionnaire submitted for this review and included in the position file.

ANALYSIS

Positions allocated to the subject position's current Administrative Specialist I classification perform the full range of general administrative support duties and/or several specialized clerical tasks in support of a program. 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 record; gathering statistical information to be used for reports; and reviewing, evaluating and entering data into personal computer or terminal, creating or updating files. Positions allocated to the requested Assistant Personnel Specialist classification perform substantive clerical and paraprofessional tasks in support of a department's personnel management operations, including coordinating, scheduling and participating in

employee interviews, orientations and related activities, and processing a variety of personnel transaction documents.

As in the administrative support series, positions allocated to the Assistant Personnel Specialist classification also perform clerical tasks as part of their duties and responsibilities. However, distinguishing the Assistant Personnel Specialist class from those titles within the administrative support series are that the Assistant Personnel Specialist class is also responsible for a limited range of technical tasks normally associated with personnel management functions, such as coordinating and participating in employee selection processes, disciplinary procedures, performance evaluation systems management and benefits administration.

Through a reorganization within the department's Personnel Section, certain duties have been transferred to the subject position from two Personnel Specialist positions. The subject position has assumed a variety of paraprofessional functions typical of those performed by positions allocated to the Assistant Personnel Specialist function. These non-central agency, generalist functions entail the less complex, technical personnel management tasks, i.e., processing personnel and payroll transaction documentation, employment and separation process participation and coordination, personnel policy and procedural dissemination and explanation, and personnel records administration.

RECOMMENDATION

Based on the duties and responsibilities of this position, it is recommended this position be reclassified to Assistant Personnel Specialist effective January 9, 1996 which is fifteen days prior to the filing of the grievance.

CLASSIFICATION DETERMINATION

Date: August 14, 1996

Report No. 96819

POSITION IDENTIFICATION

Department: Police

Classification Title: Administrative Specialist I

Ordinance Title: Administrative Specialist I- BU

Position Number: 005107

1995/6 Budget Log No.: N/A

Bargaining Unit: 035 Current Salary: \$12.68-\$14.14 (Range 20.5B)

RECOMMENDED ACTION

Classification Title: Assistant Personnel Specialist

Ordinance Title: Assistant Personnel Specialist

Legislation Required: Yes

Bargaining Unit: 030 Recommended Salary: \$14.40-\$16.78 (Range 25.0A)

Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbent:

Current Standing: Administrative Specialist I

Recommended Standing: Assistant Personnel Specialist

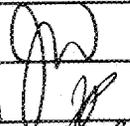
In recommended standing, incumbent status is:

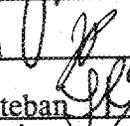
Regular;	Probationary;	Temporary (Exam Required)
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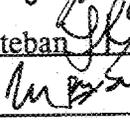
Authority: Personnel Rule -

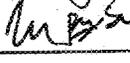
2.3.100;	2.3.200;	2.3.300
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Remarks: Per Article 9.7 B of the collective bargaining agreement the City and Local 17.

Recommended By: James Woo  Classification/Compensation Analyst

Approved: John Pearson  Classification/Compensation Supervisor

Lidia Santiesteban  Classification/Compensation Director

Sarah Welch  Personnel Director

SOURCE OF REQUEST

This position is being reviewed as a result of a Step 3 grievance filed by Local 17 on behalf of the position incumbent on January 31, 1996. The union and incumbent believe the position should be classified as an Assistant Personnel Specialist. Police Department management also concurs with the requested classification.

POSITION HISTORY

Please refer to the copy of the position history card included in the position file.

SCOPE OF REVIEW

Review of this position included analysis of the following:

- Position Description Questionnaire submitted for this review;
- Class Specification Nos. 4050005 Administrative Specialist I and 2155503 Assistant Personnel Specialist.
- Organizational chart;
- and position file contents.

STATEMENT OF DUTIES

The purpose of this position is to coordinate and administer a broad range of personnel services for the Police Department including coordinating selection processes; processing employment and separation documents; maintaining all departmental personnel records and disseminating employment information; implementing, monitoring and communicating City and departmental personnel policies and procedures; coordinating temporary employment services; and providing support services for special personnel projects.

NOTE: For a more complete listing of duties and responsibilities, please refer to the Position Description Questionnaire submitted for this review and included in the position file.

ANALYSIS

Positions allocated to the subject position's current Administrative Specialist I classification perform the full range of general administrative support duties and/or several specialized clerical tasks in support of a program. 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 record; gathering statistical information to be used for reports; and reviewing, evaluating and entering data into personal computer or terminal, creating or updating files. Positions allocated to the requested Assistant Personnel Specialist classification perform substantive clerical and paraprofessional tasks in support of a department's personnel management operations, including coordinating, scheduling and participating in

employee interviews, orientations and related activities, and processing a variety of personnel transaction documents.

As in the administrative support series, positions allocated to the Assistant Personnel Specialist classification also perform clerical tasks as part of their duties and responsibilities. However, distinguishing the Assistant Personnel Specialist class from those titles within the administrative support series are that the Assistant Personnel Specialist class is also responsible for a limited range of technical tasks normally associated with personnel management functions, such as coordinating and participating in employee selection processes, disciplinary procedures, performance evaluation systems management and benefits administration.

Through a reorganization within the department's Personnel Section, certain duties have been transferred to the subject position from two Personnel Specialist positions. The subject position has assumed a variety of paraprofessional functions typical of those performed by positions allocated to the Assistant Personnel Specialist function. These non-central agency, generalist functions entail the less complex, technical personnel management tasks, i.e., processing personnel and payroll transaction documentation, employment and separation process participation and coordination, personnel policy and procedural dissemination and explanation, and personnel records administration.

RECOMMENDATION

Based on the duties and responsibilities of this position, it is recommended this position be reclassified to Assistant Personnel Specialist effective January 9, 1996 which is fifteen days prior to the filing of the grievance.

CLASSIFICATION DETERMINATION

Date: December 6, 1996

Report No. 961084

POSITION IDENTIFICATION

Department: Police

Classification Title: Administrative Specialist II

Ordinance Title: Administrative Specialist II

Position Number: 006340

1997/8 Budget Log No.: N/A

Bargaining Unit: 030 Current Salary: \$13.65-\$15.26 (Range 22.5B)

RECOMMENDED ACTION

Classification Title: Administrative Staff Assistant

Ordinance Title: Administrative Staff Assistant

Legislation Required: Yes

Bargaining Unit: 030 Recommended Salary: \$17.09-\$19.92 (Range 29.5A)

Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbent:

Current Standing: Administrative Specialist II

Recommended Standing: Administrative Staff Assistant

In recommended standing, incumbent status is:

Regular;	Probationary;	X Temporary (Exam Required)
Authority: Personnel Rule -		
2.3.100;	2.3.200;	X 2.3.300

Remarks: See next page for pertinent allocation information.

Recommended By: _____ Classification/Compensation Analyst

Approved: John Pearson Classification/Compensation Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

SOURCE OF REQUEST

This position is being reviewed as a result of a request from Police Department management in response to their departmental reorganization of March 21, 1995. The original class report (95-435) prepared for this review was appealed by the Police Department. As a result of extensive corroborative efforts among Police Department and Personnel Department personnel, the current position description questionnaire was prepared for this current analysis.

POSITION HISTORY

Please refer to the copy of the position history card located in the Personnel Department's Records Unit file.

SCOPE OF REVIEW

Review of this position included analysis of the following:

- Position Description Questionnaire dated October 16, 1996, submitted for this review;
- Class Specification Nos. 405005- Administrative Specialist II and 2402004- Administrative Staff Assistant;
- Position file contents; and
- Corroboration among Police Department and Personnel Department management.

STATEMENT OF DUTIES

The purpose of this position is to provide administrative staff support to a Bureau Commander by independently planning, organizing and performing advanced and complex administrative and technical support activities; coordinating and monitoring the Bureau's budget and payroll expenditures; researching and collecting data for special assignments; maintaining computer software systems and confidential database tracking systems; coordinating monitoring and tracking delegated Bureau assignments; performing executive scheduling functions; and serving as lead support staff person to other Bureau support staff.

NOTE: For a more complete listing of duties and responsibilities, please refer to the Position Description Questionnaire submitted for this review and included in the position file.

ANALYSIS

Positions allocated to the Administrative Specialist II classification perform the full range of administrative support functions for high level management or perform specialized tasks in support of a special function or program. These positions assign, review and evaluate the work of subordinate staff and perform representative duties including preparing and reviewing standard and special reports; preparing program documents and inter-departmental forms; monitoring progress of departmental

projects and workloads; preparing and maintaining spreadsheets and similar computer support activities; and training and advising employees on office procedures and specialized tasks.

A recent expansion in the class concept for the Administrative Staff Assistant classification has now made this classification applicable for the subject position. Prior to its being amended, the Administrative Staff Assistant class concept was to provide a range of professional administrative services in areas such as the budget, human resources, contract administration and special projects, to a small section or unit or a department. The expanded definition of the Administrative Staff Assistant makes it applicable to staff support positions that support a large division with a mix of administrative support and professional administrative services duties. This class is distinguished from the Executive Assistant classification which provides only professional level services to a large division.

RECOMMENDATION

Based on the increased duties and responsibilities of this position in response to the department reorganization, in concert with the expanded Administrative Staff Assistant class concept, it is recommended that this position be reclassified to Administrative Staff Assistant. This action is effective March 21, 1995, which represents the date of the Police Department's reorganization.

CLASSIFICATION DETERMINATION

Date: December 6, 1996

Report No. 961085

POSITION IDENTIFICATION

Department: Police

Classification Title: Administrative Specialist II

Ordinance Title: Administrative Specialist II

Position Number: 006341

1997/8 Budget Log No.: N/A

Bargaining Unit: 030 Current Salary: \$13.65-\$15.26 (Range 22.5B)

RECOMMENDED ACTION

Classification Title: Administrative Staff Assistant

Ordinance Title: Administrative Staff Assistant

Legislation Required: Yes

Bargaining Unit: 030 Recommended Salary: \$17.09-\$19.92 (Range 29.5A)

Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbent:

Current Standing: Administrative Specialist II

Recommended Standing: Administrative Staff Assistant

In recommended standing, incumbent status is:

Regular;	Probationary;	X Temporary (Exam Required)
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Authority: Personnel Rule -

2.3.100;	2.3.200;	X 2.3.300
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Remarks: See next page for pertinent allocation information.

Recommended By: _____ Classification/Compensation Analyst

Approved: John Pearson Classification/Compensation Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

SOURCE OF REQUEST

This position is being reviewed as a result of a request from Police Department management in response to their departmental reorganization of March 21, 1995. The original class report (95-436) prepared for this review was appealed by the Police Department. As a result of extensive corroborative efforts among Police Department and Personnel Department personnel, the current position description questionnaire was prepared for this current analysis.

POSITION HISTORY

Please refer to the copy of the position history card located in the Personnel Department's Records Unit file.

SCOPE OF REVIEW

Review of this position included analysis of the following:

- Position Description Questionnaire dated October 16, 1996, submitted for this review;
- Class Specification Nos. 405005- Administrative Specialist II and 2402004- Administrative Staff Assistant;
- Position file contents; and
- Corroboration among Police Department and Personnel Department management.

STATEMENT OF DUTIES

The purpose of this position is to provide administrative staff support to a Bureau Commander by independently planning, organizing and performing advanced and complex administrative and technical support activities; coordinating and monitoring the Bureau's budget and payroll expenditures; researching and collecting data for special assignments; maintaining computer software systems and confidential database tracking systems; coordinating monitoring and tracking delegated Bureau assignments; performing executive scheduling functions; and serving as lead support staff person to other Bureau support staff.

NOTE: For a more complete listing of duties and responsibilities, please refer to the Position Description Questionnaire submitted for this review and included in the position file.

ANALYSIS

Positions allocated to the Administrative Specialist II classification perform the full range of administrative support functions for high level management or perform specialized tasks in support of a special function or program. These positions assign, review and evaluate the work of subordinate staff and perform representative duties including preparing and reviewing standard and special reports; preparing program documents and inter-departmental forms; monitoring progress of departmental

projects and workloads; preparing and maintaining spreadsheets and similar computer support activities; and training and advising employees on office procedures and specialized tasks.

A recent expansion in the class concept for the Administrative Staff Assistant classification has now made this classification applicable for the subject position. Prior to its being amended, the Administrative Staff Assistant class concept was to provide a range of professional administrative services in areas such as the budget, human resources, contract administration and special projects, to a small section or unit or a department. The expanded definition of the Administrative Staff Assistant makes it applicable to staff support positions that support a large division with a mix of administrative support and professional administrative services duties. This class is distinguished from the Executive Assistant classification which provides only professional level services to a large division.

RECOMMENDATION

Based on the increased duties and responsibilities of this position in response to the department reorganization, in concert with the expanded Administrative Staff Assistant class concept, it is recommended that this position be reclassified to Administrative Staff Assistant. This action is effective March 21, 1995, which represents the date of the Police Department's reorganization.

CLASSIFICATION DETERMINATION

Date: December 6, 1996

Report No. 961086

POSITION IDENTIFICATION

Department: Police

Classification Title: Administrative Specialist I

Ordinance Title: Administrative Specialist I- BU

Position Number: 022941

1997/8 Budget Log No.: N/A

Bargaining Unit: 035 Current Salary: \$12.68-\$14.14 (Range 20.5B)

RECOMMENDED ACTION

Classification Title: Administrative Staff Assistant

Ordinance Title: Administrative Staff Assistant

Legislation Required: Yes

Bargaining Unit: 030 Recommended Salary: \$17.09-\$19.92 (Range 29.5A)

Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbent: Vacant

Current Standing: N/A

Recommended Standing: N/A

In recommended standing, incumbent status is: N/A

	Regular;	Probationary;	Temporary (Exam Required)
Authority: Personnel Rule -	2.3.100;	2.3.200;	2.3.300

Remarks: See next page for pertinent allocation information.

Recommended By: _____ Classification/Compensation Analyst

Approved: John Pearson *JP* Classification/Compensation Supervisor

Lidia Santiesteban *LS* Classification/Compensation Director

Sarah Welch *SW* Personnel Director

SOURCE OF REQUEST

This position is being reviewed as a result of a request from Police Department management in response to their departmental reorganization of March 21, 1995. The original class report (95-437) prepared for this review was appealed by the Police Department. As a result of extensive corroborative efforts among Police Department and Personnel Department personnel, the current position description questionnaire was prepared for this current analysis.

POSITION HISTORY

Please refer to the copy of the position history card located in the Personnel Department's Records Unit file.

SCOPE OF REVIEW

Review of this position included analysis of the following:

- Position Description Questionnaire dated October 16, 1996, submitted for this review;
- Class Specification Nos.405004- Administrative Specialist I and 2402004- Administrative Staff Assistant;
- Position file contents; and
- Corroboration among Police Department and Personnel Department management.

STATEMENT OF DUTIES

The purpose of this position is to provide administrative staff support to a Bureau Commander by independently planning, organizing and performing advanced and complex administrative and technical support activities; coordinating and monitoring the Bureau's budget and payroll expenditures; researching and collecting data for special assignments; maintaining computer software systems and confidential database tracking systems; coordinating monitoring and tracking delegated Bureau assignments; performing executive scheduling functions; and serving as lead support staff person to other Bureau support staff.

NOTE: For a more complete listing of duties and responsibilities, please refer to the Position Description Questionnaire submitted for this review and included in the position file.

ANALYSIS

Positions allocated to the Administrative Specialist I classification perform the full range of administrative support duties and/or several specialized clerical tasks in support of a program. 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 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 record; gathering statistical

information to be used for reports; and reviewing, evaluating and entering data into a personal computer or terminal, and creating and updating files.

A recent expansion in the class concept for the Administrative Staff Assistant classification has now made this classification applicable for the subject position. Prior to its being amended, the Administrative Staff Assistant class concept was to provide a range of professional administrative services in areas such as the budget, human resources, contract administration and special projects, to a small section or unit or a department. The expanded definition of the Administrative Staff Assistant makes it applicable to staff support positions that support a large division with a mix of administrative support and professional administrative services duties. This class is distinguished from the Executive Assistant classification which provides only professional level services to a large division.

RECOMMENDATION

Based on the increased duties and responsibilities of this position in response to the department reorganization, in concert with the expanded Administrative Staff Assistant class concept, it is recommended that this position be reclassified to Administrative Staff Assistant. This action is effective March 21, 1995, which represents the date of the Police Department's reorganization.

CLASSIFICATION DETERMINATION

Date: December 6, 1996

Report No. 961087

POSITION IDENTIFICATION

Department: Police

Classification Title: Administrative Specialist II

Ordinance Title: Administrative Specialist II- BU

Position Number: 006346

1997/8 Budget Log No.: N/A

Bargaining Unit: 035 Current Salary: \$13.65-\$15.26 (Range 22.5B)

RECOMMENDED ACTION

Classification Title: Administrative Staff Assistant

Ordinance Title: Administrative Staff Assistant

Legislation Required: Yes

Bargaining Unit: 030 Recommended Salary: \$17.09-\$19.92 (Range 29.5A)

Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbent: Vacant

Current Standing: N/A

Recommended Standing: N/A

In recommended standing, incumbent status is: N/A

Regular;	Probationary;	Temporary (Exam Required)
Authority: Personnel Rule -		
2.3.100;	2.3.200;	2.3.300

Remarks: See next page for pertinent allocation information.

Recommended By: _____ Classification/Compensation Analyst

Approved: John Pearson Classification/Compensation Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

SOURCE OF REQUEST

This position is being reviewed as a result of a request from Police Department management in response to their departmental reorganization of March 21, 1995. The original class report (95-438) prepared for this review was appealed by the Police Department. As a result of extensive corroborative efforts among Police Department and Personnel Department personnel, the current position description questionnaire was prepared for this current analysis.

POSITION HISTORY

Please refer to the copy of the position history card located in the Personnel Department's Records Unit file.

SCOPE OF REVIEW

Review of this position included analysis of the following:

- Position Description Questionnaire dated October 16, 1996, submitted for this review;
- Class Specification Nos. 405005- Administrative Specialist II and 2402004- Administrative Staff Assistant;
- Position file contents; and
- Corroboration among Police Department and Personnel Department management.

STATEMENT OF DUTIES

The purpose of this position is to provide administrative staff support to a Bureau Commander by independently planning, organizing and performing advanced and complex administrative and technical support activities; coordinating and monitoring the Bureau's budget and payroll expenditures; researching and collecting data for special assignments; maintaining computer software systems and confidential database tracking systems; coordinating monitoring and tracking delegated Bureau assignments; performing executive scheduling functions; and serving as lead support staff person to other Bureau support staff.

NOTE: For a more complete listing of duties and responsibilities, please refer to the Position Description Questionnaire submitted for this review and included in the position file.

ANALYSIS

Positions allocated to the Administrative Specialist II classification perform the full range of administrative support functions for high level management or perform specialized tasks in support of a special function or program. These positions assign, review and evaluate the work of subordinate staff and perform representative duties including preparing and reviewing standard and special reports; preparing program documents and inter-departmental forms; monitoring progress of departmental

projects and workloads; preparing and maintaining spreadsheets and similar computer support activities; and training and advising employees on office procedures and specialized tasks.

A recent expansion in the class concept for the Administrative Staff Assistant classification has now made this classification applicable for the subject position. Prior to its being amended, the Administrative Staff Assistant class concept was to provide a range of professional administrative services in areas such as the budget, human resources, contract administration and special projects, to a small section or unit or a department. The expanded definition of the Administrative Staff Assistant makes it applicable to staff support positions that support a large division with a mix of administrative support and professional administrative services duties. This class is distinguished from the Executive Assistant classification which provides only professional level services to a large division.

RECOMMENDATION

Based on the increased duties and responsibilities of this position in response to the department reorganization, in concert with the expanded Administrative Staff Assistant class concept, it is recommended that this position be reclassified to Administrative Staff Assistant. This action is effective March 21, 1995, which represents the date of the Police Department's reorganization.

CLASSIFICATION DETERMINATION

Date: December 6, 1996

Report No. 961088

POSITION IDENTIFICATION

Department: Police

Classification Title: Administrative Specialist II

Ordinance Title: Administrative Specialist II- BU

Position Number: 006334

1997/8 Budget Log No.: N/A

Bargaining Unit: 035 Current Salary: \$13.65-\$15.26 (Range 22.5B)

RECOMMENDED ACTION

Classification Title: Administrative Staff Assistant

Ordinance Title: Administrative Staff Assistant

Legislation Required: Yes

Bargaining Unit: 030 Recommended Salary: \$17.09-\$19.92 (Range 29.5A)

Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbent: Vacant

Current Standing: N/A

Recommended Standing: N/A

In recommended standing, incumbent status is: N/A

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

2.3.100;	2.3.200;	2.3.300
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Remarks: See next page for pertinent allocation information.

Recommended By: _____ Classification/Compensation Analyst

Approved: John Pearson *[Signature]* Classification/Compensation Supervisor

Lidia Santiesteban *[Signature]* Classification/Compensation Director

Sarah Welch *[Signature]* Personnel Director

SOURCE OF REQUEST

This position is being reviewed as a result of a request from Police Department management in response to their departmental reorganization of March 21, 1995. The original class report (95-439) prepared for this review was appealed by the Police Department. As a result of extensive corroborative efforts among Police Department and Personnel Department personnel, the current position description questionnaire was prepared for this current analysis.

POSITION HISTORY

Please refer to the copy of the position history card located in the Personnel Department's Records Unit file.

SCOPE OF REVIEW

Review of this position included analysis of the following:

- Position Description Questionnaire dated October 16, 1996, submitted for this review;
- Class Specification Nos. 405005- Administrative Specialist II and 2402004- Administrative Staff Assistant;
- Position file contents; and
- Corroboration among Police Department and Personnel Department management.

STATEMENT OF DUTIES

The purpose of this position is to provide administrative staff support to a Bureau Commander by independently planning, organizing and performing advanced and complex administrative and technical support activities; coordinating and monitoring the Bureau's budget and payroll expenditures; researching and collecting data for special assignments; maintaining computer software systems and confidential database tracking systems; coordinating monitoring and tracking delegated Bureau assignments; performing executive scheduling functions; and serving as lead support staff person to other Bureau support staff.

NOTE: For a more complete listing of duties and responsibilities, please refer to the Position Description Questionnaire submitted for this review and included in the position file.

ANALYSIS

Positions allocated to the Administrative Specialist II classification perform the full range of administrative support functions for high level management or perform specialized tasks in support of a special function or program. These positions assign, review and evaluate the work of subordinate staff and perform representative duties including preparing and reviewing standard and special reports; preparing program documents and inter-departmental forms; monitoring progress of departmental

projects and workloads; preparing and maintaining spreadsheets and similar computer support activities; and training and advising employees on office procedures and specialized tasks.

A recent expansion in the class concept for the Administrative Staff Assistant classification has now made this classification applicable for the subject position. Prior to its being amended, the Administrative Staff Assistant class concept was to provide a range of professional administrative services in areas such as the budget, human resources, contract administration and special projects, to a small section or unit or a department. The expanded definition of the Administrative Staff Assistant makes it applicable to staff support positions that support a large division with a mix of administrative support and professional administrative services duties. This class is distinguished from the Executive Assistant classification which provides only professional level services to a large division.

RECOMMENDATION

Based on the increased duties and responsibilities of this position in response to the department reorganization, in concert with the expanded Administrative Staff Assistant class concept, it is recommended that this position be reclassified to Administrative Staff Assistant. This action is effective March 21, 1995, which represents the date of the Police Department's reorganization.

CLASSIFICATION DETERMINATION

Date: December 6, 1996

Report No. 961089

POSITION IDENTIFICATION

Department: Police

Classification Title: Administrative Specialist I

Ordinance Title: Administrative Specialist I- BU

Position Number: 005108

1997/8 Budget Log No.: N/A

Bargaining Unit: 035 Current Salary: \$12.68-\$14.14 (Range 20.5B)

RECOMMENDED ACTION

Classification Title: Administrative Staff Assistant

Ordinance Title: Administrative Staff Assistant

Legislation Required: Yes

Bargaining Unit: 030 Recommended Salary: \$17.09-\$19.92 (Range 29.5A)

Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbent: Vacant

Current Standing: N/A

Recommended Standing: N/A

In recommended standing, incumbent status is: N/A

	Regular;	Probationary;	Temporary (Exam Required)
Authority: Personnel Rule -	2.3.100;	2.3.200;	2.3.300

Remarks: See next page for pertinent allocation information.

Recommended By: _____ Classification/Compensation Analyst

Approved: John Pearson *[Signature]* Classification/Compensation Supervisor

Lidia Santiesteban *[Signature]* Classification/Compensation Director

Sarah Welch *[Signature]* Personnel Director

SOURCE OF REQUEST

This position is being reviewed as a result of a request from Police Department management in response to their departmental reorganization of March 21, 1995. The original class report (95-440) prepared for this review was appealed by the Police Department. As a result of extensive corroborative efforts among Police Department and Personnel Department personnel, the current position description questionnaire was prepared for this current analysis.

POSITION HISTORY

Please refer to the copy of the position history card located in the Personnel Department's Records Unit file.

SCOPE OF REVIEW

Review of this position included analysis of the following:

- Position Description Questionnaire dated October 16, 1996, submitted for this review;
- Class Specification Nos. 405004- Administrative Specialist I and 2402004- Administrative Staff Assistant;
- Position file contents; and
- Corroboration among Police Department and Personnel Department management.

STATEMENT OF DUTIES

The purpose of this position is to provide administrative staff support to a Bureau Commander by independently planning, organizing and performing advanced and complex administrative and technical support activities; coordinating and monitoring the Bureau's budget and payroll expenditures; researching and collecting data for special assignments; maintaining computer software systems and confidential database tracking systems; coordinating monitoring and tracking delegated Bureau assignments; performing executive scheduling functions; and serving as lead support staff person to other Bureau support staff.

NOTE: For a more complete listing of duties and responsibilities, please refer to the Position Description Questionnaire submitted for this review and included in the position file.

ANALYSIS

Positions allocated to the Administrative Specialist I classification perform the full range of administrative support duties and/or several specialized clerical tasks in support of a program. 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 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 record; gathering statistical

information to be used for reports; and reviewing, evaluating and entering data into a personal computer or terminal, and creating and updating files.

A recent expansion in the class concept for the Administrative Staff Assistant classification has now made this classification applicable for the subject position. Prior to its being amended, the Administrative Staff Assistant class concept was to provide a range of professional administrative services in areas such as the budget, human resources, contract administration and special projects, to a small section or unit or a department. The expanded definition of the Administrative Staff Assistant makes it applicable to staff support positions that support a large division with a mix of administrative support and professional administrative services duties. This class is distinguished from the Executive Assistant classification which provides only professional level services to a large division.

RECOMMENDATION

Based on the increased duties and responsibilities of this position in response to the department reorganization, in concert with the expanded Administrative Staff Assistant class concept, it is recommended that this position be reclassified to Administrative Staff Assistant. This action is effective March 21, 1995, which represents the date of the Police Department's reorganization.

CITY OF SEATTLE
PERSONNEL
DEPARTMENT



CLASSIFICATION DETERMINATION REPORT

Date: Nov. 20, 1996

Report No.: 95-441A

POSITION IDENTIFICATION

Department: Police
Classification Title: Administrative Specialist III
Ordinance Title: Administrative Specialist III
Position Number: 006342
Bargaining Unit: 030
Current Salary: Range 24.5B

RECOMMENDED ACTION

Classification Title: Senior Grants and Contracts Specialist
Ordinance Title: Senior Grants and Contracts Specialist Bargaining Unit: 030
Legislation Required: Yes Recommended Salary: Range 30.5A
Remarks: See next page for pertinent allocation information. This report is in response to a reconsideration, and supersedes Report #95-441.

INCUMBENT STATUS

Incumbent:
Current Standing: Administrative Specialist III
Recommended Standing: Senior Grants and Contracts Specialist
In recommended standing, incumbent status is:
 Regular Probationary Temporary (exam required)
Authority: Personnel Rule
 2.3.100 2.3.200 2.3.300
Remarks:

Recommended: Curt Funk *CF* Classification/Compensation Analyst(s)
Approved: John Pearson *JP* Classification/Compensation Supervisor
Lidia Santiesteban *LS* Classification/Compensation Director
Sarah Welch *SW* Personnel Director

This position is being reviewed as a result of a request for reconsideration filed by the Police Department. The Police Department filed for a reconsideration of Classification Report # 95-441, which recommended reclassification of the subject position from Administrative Specialist III to Grants and Contracts Specialist. Implementation of Report # 95-441 was held pending the outcome of the reconsideration, so the position is still an Administrative Specialist III. For reference, the complete text of the original Report # 95-441 is reprinted below:

"This position was group reviewed as a result of a reorganization within the Police Department. The department is requesting this position be classified as a Grants Management Specialist which is not an existing title within the City system.

"Please refer to the Position Description Questionnaire on file for a detailed listing of duties and responsibilities and to the Position History Card for a history of the position.

"The transfer of this position from the Support Bureau to the Community Policing Bureau was effected in order to enable this position to assist the section manager with a full range of grant management activities, including grant preparation and research, progress reporting and identifying grant opportunities. Within its former Support Bureau, this position's classification of Administrative Specialist III characterized a body of work entailing the performance of highly complex and diverse specialized program support activities or supervision of a group of employees engaged in administrative or specialized support activities. For positions classified at the Administrative Specialist III level, representative duties include: researching and compiling information on special assignments; evaluating and recommending systems and equipment to improve administrative support functions; training administrative support personnel in procedures and use of automated equipment; and coordinating and/or supervising varied phases of administrative support work.

"This position is now responsible for providing assistance to the manager of the Community Policing Research and Grants Management Section by coordinating the Police Department's grant management program. This position is responsible for data collection, research and analysis pertinent to the preparation of grant requests; preparing and reviewing grant requests and RFPs; tracking, monitoring and evaluating sub-grantee activities, contract compliance and reporting requirements; and providing assistance to various agencies and departmental staff involved in the grants programs.

"As previously stated, the Police Department's requested title of Grants Management Specialist is a nonexistent title. However, Class Specification #2004004- Grants and Contracts Specialist, sufficiently describes the body of work the subject position is now responsible for. Specifically, the Grants and Contracts Specialist classification is responsible for coordinating and participating in the selection, preparation, monitoring and administration of a variety of service contracts, subcontracts and consultant contracts in support of a social services program or division; and provides a variety of technical support assistance and services to subcontractors. While the Seattle Police Department cannot be considered a social service agency, the subject position is involved in liaison functions with other city agencies, as well as other governmental, community and educational agencies in order to provide technical assistance on grant administration, and progress reporting, monitoring and evaluation.

"It is recommended that this position be allocated to Grants and Contracts Specialist effective March 21, 1995 which is the date of the Seattle Police Department's reorganization."

The Seattle Police Department (SPD) filed for a reconsideration of the above determination, and a reconsideration meeting was held on November 18, 1996. Attending from SPD were the incumbent, a Personnel Specialist from SPD, and the Community Policing Director (who is the incumbent's second-line supervisor).

Prior to the reconsideration meeting, SPD submitted additional written information in support of the reconsideration. This information consisted of a notebook containing examples of work, descriptions of projects and assignments, a revised Position Description Questionnaire (PDQ), and other information. All of this information, plus verbal information from the meeting itself, was considered by the reconsideration board. At the meeting, the reconsideration board asked whether the revised PDQ (dated 6/26/96) reflects a change in duties from the earlier PDQ (dated 4/28/95); or whether the revised PDQ reflects duties that have been performed all along. The incumbent and the Community Policing Director replied that the 4/28/95 PDQ had been written before the position even existed, and that the 6/26/96 PDQ represents duties the position has been performing all along. Accordingly, the reconsideration board accepted the 6/26/95 PDQ as an accurate reflection of the position's duties since the 3/21/95 effective date of the original report that reclassified this position to Grants and Contracts Specialist.

The Police Department is requesting Planning and Development Specialist II as the classification for this position, arguing that the position performs duties more related to management of ongoing projects as opposed to grant writing. The department asserts that the Community Policing Bureau's emphasis on problem solving and future strategy, as opposed to reacting on an incident-driven basis, requires that all positions

in the Bureau adopt a strategic, problem-solving approach. The department cited the incumbent's work on the ongoing Youth Handgun Violence Initiative Program (primarily Duty A on the new PDQ and Tab 4 in the notebook) as a key example of Planning and Development Specialist II work.

In reviewing all the materials related to this review, the reconsideration board recognized that this is a mixed-duty position. For example, the position contains elements of duties similar to those of Personnel Specialist (the employee recognition program) and Administrative Staff Assistant (tracking the Project Management System). These duties relate to Duties B and E on the new PDQ, which comprise about 30% of the position's duties.

However, the preponderance of the position's duties are definitely related to Grants and Contracts work. This includes consideration of the duties on the Youth Handgun program. While there is no question of the importance of this position in facilitating and overseeing the work of teams involved in the various components of this grant, the board did not find these duties to involve full range of project planning and design characteristic of the Planning and Development Specialist II classification. The reconsideration board's opinion is that the project management responsibilities alluded to in the Youth Handgun Violence Initiative Program are grant management, monitoring, and reporting functions that are addressed in the Grants and Contracts class series.

However, based on SPD's clarification of the responsibilities of this position, the reconsideration board is revising the original classification determination from Grants and Contracts Specialist to Senior Grants and Contracts Specialist. The Grants and Contracts Specialist class is distinguished from the Senior level class in that the base class entails "more limited job scope and assignments in contract preparation, negotiation, and administration," and duties "are performed according to more standard guidelines and procedures." (Quoted from the Grants and Contracts Specialist class specification.) The Senior level duties include conducting research, needs assessments, and new service program proposals; developing and preparing program goals and objectives; and leading special projects. These duties and responsibilities address the grant-management and team facilitator duties of the subject position, and distinguish the position as being appropriate for allocation to the Senior rather than the base class.

Based on the above, the reconsideration board's decision is that the position should be allocated to the class of Senior Grants and Contracts Specialist, effective March 21, 1995. This recommendation supersedes the recommendation of Grants and Contracts Specialist made in the original Classification Report # 95-441.

CITY OF SEATTLE
PERSONNEL
DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Report No.: 95-448A

Date: 12/11/96

POSITION IDENTIFICATION

Department: Police
Classification Title: Unclassified
Ordinance Title: Office Services Manager
Position Number: 005344
Bargaining Unit: 030 Current Salary: \$ 20.32 - 23.65 (Range 34.0A)

RECOMMENDED ACTION

Classification Title: Manager
Ordinance Title: Manager I
Bargaining Unit: 030
Legislation Required: Yes Recommended Salary: \$22.30 - 26.04 (Range 36.5A)
Remarks: See next page for pertinent allocation information. This report is in response to a reconsideration, and supersedes Report #95-448.

INCUMBENT STATUS

Incumbent:
Current Standing: Office Services Manager
Recommended Standing: Manager I
In recommended standing, incumbent status is:
 Regular Probationary Temporary (exam required)
Authority: Personnel Rule
 2.3.100 2.3.200 2.3.300
Remarks:

Recommended: Curt Funk *CF* Classification/Compensation Analyst
Approved: John Pearson *J.P.* Classification/Compensation Supervisor
Lidia Santiesteban *L.S.* Classification/Compensation Director
Sarah Welch *SW* Personnel Director

This position is being reviewed as a result of a request for reconsideration filed by the Police Department. The Police Department filed for a reconsideration of Classification Report # 95-448, which recommended no change to the subject position's current title of Office Services Manager. For reference, the complete text of the original Report # 95-448 is reprinted below:

Text of Original Report # 95-448:

"This position was group reviewed as a result of a reorganization within the Police Department. The department is requesting this position be classified to the title of Police Records and Information Manager at the Manager VI compensation level. Police Records and Information Manager is the title of the subject position's superior and is compensated at a level equivalent to Manager IX.

"Please refer to the Position Description Questionnaire on file for a detailed listing of duties and responsibilities and to the Position History Card for a history of the position.

"Prior to the reorganization, this position managed the Police Department's Records Files Section consisting of six direct reports encompassing four teams supervised by four Administrative Support Supervisors, a unit trainer-Administrative Specialist II and a purge function- Administrative Specialist I. This section was responsible for ensuring police records were maintained in an accurate, complete and legally correct manner and coordinating and performing the criminal history purging of selected individuals and annual destruction of department records as identified in the retention schedule.

"With the reorganization, the subject position has assumed two additional direct reports and functions. These are a vault warehousing function with a Warehouser and the Court Unit supervised by an Administrative Specialist III. The Police Department believes these additional functions have impacted the position via broadened classifications for those employees reporting to the subject position and have added to the scope of responsibility for this position by requiring coordination with Municipal/District Court management regarding policies and practices affecting both departments. Overall, this position now supervises a total of 51 positions.

"Albeit, the addition of the Court Unit and warehousing function does expand the subject position's scope of responsibility to a degree, however, the overwhelming classification of positions (35) remain at the Administrative Specialist I classification. The large number of personnel and operating schedule (seven days for all units and 24 hours/ day for four units) for the Records Files Section necessitates having five direct report supervisory positions as well as several supporting lead positions. The Police Department's files and records function is highly confidential, requiring journey level Administrative Specialist I clerical support personnel. However the function/work of the section and as performed by the personnel, is not

particular complex nor diverse, rather it is a highly specialized clerical function supporting a department program.

"The Office Services Manager ordinance title acknowledges the Records Files Section's scope of operations in terms of number of personnel, complexity of work, and uniqueness of operating schedule. The absorption of the warehousing and Court Unit personnel and functions does not tangibly alter the role of the Office Services Manager rather than reaffirms its appropriateness in this capacity. The compensation differential between the Office Services Manager and its highest paid subordinates more than adequately validates and recognizes its role within the organization.

"Based upon the duties and responsibilities of this position, It is recommended this position's classification be held in abeyance pending its review in the Manager's Classification/Compensation study and its ordinance title of Office Service Manager be maintained."

Addendum:

The Seattle Police Department (SPD) filed for a reconsideration of the above determination, and a reconsideration meeting was held on November 22, 1996. Attending from SPD were the incumbent, her immediate supervisor, and a Personnel Specialist from SPD. Based on additional written and verbal information prepared by SPD for the reconsideration, the reconsideration board is revising the classification determination on this position from Office Services Manager to Manager I.

At the reconsideration meeting, the department estimated that the incumbent spends about 60% of her time on special projects, and about 40% in matters directly related to supervision and management of staff. Organizationally, this position manages a unit of approximately 50 clerical employees, with five Administrative Support Supervisors (range 26.0B) as the highest-paid subordinates. The department emphasized the fact that the position's 60% "project" time entails considerable complexity and sensitivity. The incumbent must be an expert in records retention and disclosure issues for each of her five units; conducts legal research and responds to legal issues; prepares Requests for Proposals; sets up programs to implement new laws; and implements projects such as a new imaging system.

Based on the additional information from SPD, the reconsideration board agreed that the significant responsibilities involved in managing such a large staff through subordinate supervisors, combined with the project management responsibilities, warrant allocation to the Manager class series (even though, as mentioned in the original report, the salary of the highest-paid subordinates is not a driving factor in this case). However, based on the City's internal alignment comparisons, the board did not agree with the requested level of Manager VI. Manager VI is the level of (to cite two examples) the Parks Resources Managers and Recreation Program Managers in the Parks Department. The Resources Managers manage up to 100 employees in a variety of disciplines, and the Recreation Managers supervise staff that includes subordinate professional supervisory positions. Manager VI is also the level of the Community Crime Prevention Manager in the Police Department; this position manages a staff

of community crime-prevention professionals, including subordinate supervisors at range 35.0A. The board felt that the scope of these examples exceeds that of the subject position.

Allocation to the Manager I level, however, will recognize both the people- and project-management responsibilities of this position. Manager I is also consistent with a similar position in Municipal Court titled Records and Information Manager - Municipal Court. That position, which is paid at the Manager I level, is similar to the subject position in its management through subordinate supervisors of a relatively large number of staff and its additional project management responsibilities.

Recommendation:

Based on the above, the reconsideration board revises the original "no change" call of Office Services Manager, and recommends that the subject position be reclassified to Manager I. The effective date should be March 21, 1995, which is the date of the Police Department's reorganization affecting this position's duties.

This is the only position in the City with the ordinance title of Office Services Manager. There is no class specification for the title of Office Services Manager, and no positions were allocated to Office Services Manager in the Classification Project. Accordingly, after this reclassification has been ratified by ordinance, the title of Office Services Manager may be deleted from the City's Salary Schedule.

CLASSIFICATION DETERMINATION

Date: February 5, 1996

Report No.: 95-449

POSITION IDENTIFICATION

Department: Police

Classification Title: Police Court Services Supervisor

Ordinance Title: Police Court Services Supervisor

Position Number: 015611

1995 Budget Log No.: N/A

Bargaining Unit: 030 Current Salary: \$16.31-\$18.98 (Range 29.0A- 1995 Rate)

RECOMMENDED ACTION

Classification Title: Administrative Specialist III

Ordinance Title: Administrative Specialist III- BU

Legislation Required: Yes

Bargaining Unit: 035 Recommended Salary: \$14.26-\$15.99 (Range 24.5B- 1995 Rate)

Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbent:

Current Standing: Police Court Services Supervisor

Recommended Standing: Administrative Specialist III

In recommended standing, incumbent status is:

Regular;	Probationary;	XTemporary (Exam Required)
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Authority: Personnel Rule -

2.2.200 (A);	2.2.200 (B);	X2.2.200 (C)
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Remarks:

Recommended By: James Woo *JW* Classification/Compensation Analyst

Approved: John Pearson *JP* Classification/Compensation Supervisor

Lidia Santiesteban *LS* Classification/Compensation Director

Sarah Welch *SW* Personnel Director

This position was group reviewed as a result of a reorganization within the Police Department. The department is requesting this position be reclassified to Administrative Staff Assistant.

Please refer to the Position Description Questionnaire on file for a detailed listing of duties and responsibilities and to the Position History Card for a history of the position.

Prior to the reorganization, this position was classified as a Police Court Services Supervisor over the Court Unit within the Support Bureau. Positions allocated to the Police Court Services Supervisor classification are responsible for supervising, directing and coordinating the work of field and office staff who support Police Department, Law Department and Municipal court functions related to misdemeanor prosecution.

The departmental reorganization has transferred the Court Unit, formerly supervised by the subject position, to the Records Files Unit supervised by the Office Services Manager. The subject position is now responsible for conducting research; data collection; coordinating projects; processing subpoenas; interpreting unique, detailed, complex and/or vague procedures and regulations; drafting correspondence on behalf of various City authorities; coordinating section responses to inquiries and insuring confidentiality of information in accordance to RCW and department procedures.

Positions allocated to the Administrative Staff Assistant classification typically serve as staff assistant to a small section or unit or to department management and perform general administrative functions and assist in the coordination of department projects and programs. These positions will conduct research and data collection for special assignments; coordinate, prepare and monitor a unit's budget; participate in various personnel related activities; direct and coordinate special programs or projects; coordinate and direct a variety of general office functions; and if applicable, supervise the work of subordinates.

Although the subject position no longer supervises the Court Unit and no longer performs in the capacity of a Police Court Services Supervisor, as a whole, its current duties and responsibilities appear to be not to meet the criteria for allocation to the Administrative Staff Assistant classification. Specifically, those positions allocated to the Administrative/Executive Assistant class series typically provide professional support to departmental management or an organizational entity by the performance of special assignment/project work, participating in personnel administration and preparing or coordinating budget tasks. In some instances, supervision over a support unit is also required. While the subject position conducts research and data collection on special assignments and projects, as well as coordinates projects, it is deficient in the areas of personnel administration and budget work.

Prior to the department reorganization, this position's role was in a line capacity and supervised a unit of administrative support personnel and Process Servers. With the reorganization, the position now reports directly to the Police Records and Information Manager in a staff capacity and its primary function is to perform technically complex and responsible program specific support tasks. The four major duties of this position, encompassing 86% of the position's time are as follows:

- Researching records and maintaining their confidentiality per RCW statues- 12%
- Processing subpoenas- 24%

- Drafting correspondence on behalf of various City authorities- 20%
- Conducting research and data collection on special assignments and projects-30%

Class Specification #405008- Administrative Specialist III, describes a body of work comparable to that of the subject position whereby a position allocated to this class performs complex program support activities as an advanced technical expert. The work of this class requires a specialized knowledge of the policies, procedures, and practices applicable to the assigned program area and incumbents must possess a detailed working knowledge of highly complex procedures and regulations including legally precise statutes. Some representative duties at the Administrative Specialist III classification include:

- Performing department, program or function-specific administrative duties requiring interpretation of unique, detailed, complex and/or vague procedures and regulations.
- Researching and compiling information on special assignments requiring a high degree of program knowledge and independence and preparing reports with a high degree of sensitivity or confidentiality.
- Performing highly responsible liaison with high level management, officials, media and representatives of agencies.
- Composing routine correspondence for high level management requiring discretion due to confidentiality.

As a result of the Police Department's reorganization, the subject position has undergone some significant changes in its body of work. Whereas under the former organization, this position was accountable for supervision of the Court Unit's function and personnel, it now serves in a staff capacity as a technical expert providing programmatic and functional support for the Police Department's Records, Evidence & Identification Section.

Based upon the duties and responsibilities of this position, It is recommended this position be allocated to Administrative Specialist III effective thirty days after legislation.

CITY OF SEATTLE
PERSONNEL
DEPARTMENT



CLASSIFICATION DETERMINATION REPORT

Date: Dec. 19, 1996

Report No.: 96-716A

POSITION IDENTIFICATION

Department: Police
Classification Title: Administrative Specialist I
Ordinance Title: Administrative Specialist I- BU
Position Number: 016138
Bargaining Unit: 035 Current Salary: \$12.68-\$14.14 (Range:20.5B)

RECOMMENDED ACTION

Classification Title: Administrative Specialist II
Ordinance Title: Administrative Specialist II- BU
Legislation Required: Yes
Bargaining Unit: 035 Recommended Salary: \$13.65-\$15.26 (Range:22.5B)
Remarks: See next page for pertinent allocation information. This report is in response to a reconsideration, and supersedes Report #96-716.

INCUMBENT STATUS

Incumbent:
Current Standing: Administrative Specialist I
Recommended Standing: Administrative Specialist II
In recommended standing, incumbent status is:
 Regular; Probationary; Temporary.
Authority: Personnel Rule
 2.3.100; 2.3.200; 2.3.300.
Remarks: Per collective bargaining agreement between Local 17 and the City of Seattle.

Recommended: Team I J.C. J.E. Classification/Compensation Analyst(s)
Approved: John Pearson Classification/Compensation Supervisor
Lidia Santiesteban Classification/Compensation Director
Sarah Welch Personnel Director

This position is being reviewed as a result of a request for reconsideration filed by the Police Department. The Police Department filed for a reconsideration of Classification Report # 96-716, which recommended that the Administrative Specialist I classification be maintained for the subject position. For reference, the complete text of the original Report # 96-716 is reprinted below:

"This position is being reviewed as a result of a represented grievance filed by the International Federation of Professional and Technical Engineers, Local 17 on behalf of the employee. The employee and Union are alleging that the subject position should be reclassified to an Administrative Specialist III.

"A detailed listing of duties and responsibilities is outlined in the Position Description Questionnaire submitted with this grievance. The position's history can be accessed via its Position History Card filed within the Personnel Department's Records Unit.

"This review consisted of a desk audit with the grievant, the grievant's supervisor and a representative with the Police Department's Personnel Unit; a review of the position file; and an analysis of Class Specification Nos. 4050004 Administrative Specialist I, 4050005 Administrative Specialist II, and 4050008 Administrative Specialist III. The position incumbent provided class specifications from another jurisdiction for consideration based upon her perception of comparability. However, this analysis is for the purpose of an internal review for classification equity, not a compensation study, thus precluding usage of said class specifications.

"This position is responsible for providing administrative support to the Police Department's Clinical Psychologist's Office by receiving patients and scheduling appointments, administering and processing testing protocols under the Clinical Psychologist's direct supervision, answering phones, composing and typing correspondence, maintaining files, performing data collection and preparing and maintaining statistical information, scheduling meetings, ordering office supplies and equipment, and monitoring the unit's budget expenditures.

"Differentiations between the three Administrative Specialist levels entail increasing complexity in work necessitating increased judgment to solve special problems, reporting level of management, and lead/supervisory responsibilities. At the Administrative Specialist I level, positions perform the full range of general administrative support duties and/or several specialized clerical tasks in support of a program. Administrative support functions become more complex at the Administrative Specialist II level as positions allocated to that level perform the full range of administrative support functions for high level management or performs specialized tasks in support of a special function or program. Positions allocated to the requested Administrative Specialist III classification perform highly complex and diverse specialized program support activities or supervise a group of employees engaged in administrative or specialized support activities.

"The subject position provides for the Police Department's Clinical Psychologist, the full range of general administrative support typical at the Administrative Specialist I level classification. This support includes composing and typing correspondence and forms, files maintenance, calendar maintenance, appointment scheduling, meeting coordination, expenditure monitoring and reporting, and maintenance and reporting of clinical statistics. The position incumbent and her supervisor emphasized that the position's receptionist function, as a first point of contact with a client, required the ability to triage and mediate patients. However, no special background training or experience was cited as a requirement to perform such. Psychological test administration entails primarily proctoring with the scoring of such tests done via an answer key or through a computer. Again, no special training and/or analysis is required to score the tests. Access to and handling of confidential client information although an essential component of the subject position, compares with other positions of varying classification levels who work with confidential medical/benefits information throughout the City.

"The requested Administrative Specialist III level would not be appropriate for the subject position. The lack of subordinates preclude allocation to such level. In addition, the body of work performed by this position, i.e., secretarial and administrative support, reception, and test proctoring and scoring, lack the highly complex and diverse specialized program support work characterized by the Administrative Specialist III classification which represents the advanced technical expert level of the administrative support series. The Administrative Specialist II level is also precluded for consideration for this position. Generally, those positions classified as Administrative Specialist IIs that provide similar administrative support, report to higher level management level positions, i.e., director level. Albeit, the Clinical Psychologist- Police is equivalent to a lower level director (Director III), the subject position's superior is essentially a staff position with no subordinate managers reporting to it. As a staff position, the activities are solely program centered and lack the management, as well as programmatic aspects, of other higher level management positions. Whereas medical and legal secretaries, who support licensed professionals equivalent to the subject position's superior, require training beyond basic secretarial skills, the subject position's body of work emphasizes support of a program which requires no special minimum qualifications and/ or training, besides an administrative support background.

"Based on the duties and responsibilities of this position, it is recommended that the Administrative Specialist I classification be maintained for this position."

The Seattle Police Department (SPD) filed for a reconsideration of the above determination, and a reconsideration meeting was held on December 6, 1996. Attending from SPD were the incumbent, a Personnel Specialist, and SPD's Clinical Psychologist (incumbent's direct supervisor). Prior to the reconsideration meeting, SPD submitted additional written information in support of the reconsideration. This information consisted of examples of work, programs and projects managed and administered by the incumbent.

The Police Department is requesting Administrative Specialist III as the classification for this position, arguing that the work the position performs is highly confidential, sensitive and it also administers diverse specialized programs. The department also stated that the department has a high recruitment problem with the subject position.

The reconsideration board determined that this position does not meet the distinguishing characteristics of the Administrative Specialist III class. The position does not lead or supervise others, nor does it meet the alternative characteristic of performing highly specialized diverse, and complex office support functions. The position does perform functions that are specialized according to the nature of the Psychologist's office, but these functions are not as diverse as those of the typical Administrative Specialist III position in the City office environment. However, the board did recognize that the procedures and protocols unique to this small (and isolated) office are of a sufficiently specialized nature to warrant an Administrative Specialist II classification. Accordingly, the reconsideration board is revising the original classification determination from Administrative Specialist I to Administrative Specialist II effective July 3, 1995 which is fifteen working days prior to the filing of the grievance. This recommendation supersedes the recommendation of Administrative Specialist I made in the original Classification Report # 96-716.

CITY OF SEATTLE
PERSONNEL
DEPARTMENT



CLASSIFICATION DETERMINATION REPORT

Date: Dec. 19, 1996 Report No.: 96-717A

POSITION IDENTIFICATION
Department: Police
Classification Title: Accounting Technician II
Ordinance Title: Accounting Technician II- BU
Position Number: 005068
Bargaining Unit: 035 Current Salary: \$13.65-\$15.26 (Range:22.5B)

RECOMMENDED ACTION
Classification Title: Accounting Technician III
Ordinance Title: Accounting Technician III- BU
Legislation Required: Yes
Bargaining Unit: 035 Recommended Salary: \$14.97-\$16.78 (Range:25.0B)
Remarks: See next page for pertinent allocation information. This report is in response to a reconsideration, and supersedes Report #96-717.

INCUMBENT STATUS
Incumbent:
Current Standing: Accounting Technician III
Recommended Standing: Accounting Technician III- BU
In recommended standing, incumbent status is:
 Regular; Probationary; Temporary.
Authority: Personnel Rule
 2.3.100; 2.3.200; 2.3.300.
Remarks: Per collective bargaining agreement between Local 17 and the City of Seattle.

Recommended: Team I Classification/Compensation Analyst(s)
Approved: John Pearson Classification/Compensation Supervisor
Lidia Santiesteban Classification/Compensation Director
Sarah Welch Personnel Director

This position is being reviewed as a result of a request for reconsideration filed by the Police Department. The Police Department filed for a reconsideration of Classification Report # 96-717, which recommended no change to the position's current allocation of Accounting Technician II. At the reconsideration meeting, the department stated their recommendation that the position be allocated to Accounting Technician III after an internal desk audit of the position concluded that Management Systems Analyst (as requested in the original grievance filed on behalf of the employee by Local 17) is not appropriate for the subject position but Accounting Technician III. For reference, the complete text of the original Report # 96-717 is reprinted below:

"This position is being reviewed as a result of a represented grievance filed on behalf of the employee by the International Federation of Professional and Technical Employees, Local 17. The union and employee are alleging that the position should be reclassified to Management Systems Analyst.

"A detailed listing of this position's duties and responsibilities is outlined in the Position Description Questionnaire submitted with this grievance. The position's history can be accessed via its Position History Card filed within the Personnel Department's Records Unit.

"This review consisted of a desk audit with the grievant, the grievant's supervisor and a representative with the Police Department's Personnel Unit; a review of the position file; and an analysis of Class Specification Nos. 4000004 Accounting Technician II, 4000005 Accounting Technician III and 2350004 Management Systems Analyst.

"This position is responsible for the processing of time sheet information to include data entry; providing overtime reporting, validation and approval/denial; performing programming tasks utilizing Extra Basic and Visual Basic languages to develop automated applications and reporting for time sheet data; performing research and preparing analytical and statistical reports on information pertaining to overtime, time sheet, sick leave, data entry and manpower; and training department personnel on system usage.

"Overall, the subject position's primary responsibilities are to enter, audit, compile and generate statistics and information for use by others in budget preparation and forecasting, payroll, labor negotiations, mailouts and internal investigations. Time sheet, sick leave and overtime information are reviewed for propriety and compliance with department and union stipulations. Time sheet data is entered into a system, is massaged and customized reports can be generated depending upon a requester's requirements. Inquiries and investigations regarding time sheet data are performed by this position.

"Positions allocated to the Management Systems Analyst classification are responsible for 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 preparing recommendations to implement new systems, procedures or organization changes.

"In response to special requests and requirements from users and customers, this position may be required to study certain administrative/operational problems and prepare a proposal identifying the problem(s), time and/or monetary costs and savings, and recommendations to address the problem. However, this function does not represent a regular or major role for the subject position. Unlike the Management Systems Analyst classification which is fully dedicated to such activities, these analytical studies do not represent the subject position's core functions nor do they entail the technical breadth and complexity inherent to the work performed by positions allocated to the Management Systems Analyst classification. The Timekeeping Unit where the subject position resides, is a high production environment. The nature of the payroll/numerical data processed by the subject position, resulted in a reclassification from Administrative Specialist II to Accounting Technician II in the Classification Project. As such, the work entails processing and auditing payroll/personnel documents and data for accuracy; reconciling, reviewing, verifying, and correcting entries, codes or documents prepared by others to ensure accuracy and propriety of information; and compiling information and data for the preparation of reports. This body of work is consistent with those performed by other positions allocated to the Accounting Technician II classification. The Accounting Technician III classification, in contrast to lower level technicians, is characterized by its greater independence of action, judgment exercised, complexity of and financial impact of work, department and city-wide visibility and responsibility to lead subordinate staff. Much of this differentiation is a resultant by-product of its lead role over subordinate staff. The Timekeeping Unit is relatively small and consists of a Data Technician Supervisor over the subject position who in turn has a .5 FTE Administrative Specialist I reporting to it. The one half time position does not constitute sufficient justification for affirming a feasible lead function for the subject position in the spirit of the Accounting Technician III's class specification's language. The lack of a substantive subordinate staff precludes allocation to the Accounting Technician III class.

"The subject position's programming of its pay entry program, which is serving as the basis for this reclass request, targets the time sheet/overtime data entry process. This particular application which was adopted and enhanced by the subject position, does represent a project typically performed by positions allocated to the Management Systems Analyst classification. The project entailed the study of an operational problem and user requirements, preparing an analysis with recommended solution, developing the application to address and improve the problem and training users on the new system. This type of project, although not regularly performed by the subject position, does warrant recognition via out-of-class pay.

"Based on the duties and responsibilities of this position, it is recommended that its allocation remain unchanged as an Accounting Technician II with consideration for out-of-class pay when projects deem it appropriate."

The Seattle Police Department (SPD) filed for a reconsideration of the above determination, and a reconsideration meeting was held on December 6, 1996. Attending from SPD were the incumbent, incumbent's supervisor, and manager. Prior to the reconsideration meeting, SPD submitted additional written information in support of the reconsideration. This information consisted of a file folder containing examples of work, descriptions of projects and assignments, and other pertinent information.

The Police Department is requesting Accounting Technician III as the classification for this position, arguing that the work the position performs is of a scope and complexity which requires greater independence of judgment and/or action, complexity and financial impact of work, department and city-wide.

In light of the additional information from the department, the reconsideration board determined that the classification of Accounting Technician II no longer captures the body of work of the incumbent. Duties of the Accounting Technician II class typically entail processing and auditing payroll/personnel documents and data for accuracy; reconciling, reviewing, verifying, and correcting entries, codes or documents prepared by others to ensure accuracy and propriety of information; and compiling information and data for the preparation of reports. The preponderance of duties of this position lies in the Accounting Technician III classification which is characterized by its greater independence of action, judgment exercised, complexity and financial impact of work, department and city-wide visibility and responsibility to lead subordinate staff.

The board concluded that Accounting Technician III would be an appropriate classification for the subject position because it also functions as the manager of the Police time keeping system, which is a more complex system than any of the systems in the City, and performs the work of a lead in the unit. The board did not find evidence that Management Systems Analyst duties constitute the preponderance of this position's duties. However, as noted in the original report, certain assignments may warrant out-of-class pay at the Management Systems Analyst level.

Based on the above, the reconsideration board is revising the original classification determination from Accounting Technician II to Accounting Technician III effective July 27, 1995, which is fifteen working days prior to the filing of the grievance. This recommendation supersedes the recommendation made in the original Classification Report # 96-717 for no change in allocation.

CLASSIFICATION DETERMINATION

Date: October 7, 1996

Report No. 96797

POSITION IDENTIFICATION

Department: Seattle Center
 Classification Title: Events Booking Supervisor
 Ordinance Title: Events Booking Supervisor
 Position Number: 022122
 1995/6 Budget Log No.: N/A
 Bargaining Unit: 030 Current Salary: \$21.12-\$24.59 (Range 35.0A)

RECOMMENDED ACTION

Classification Title: Senior Executive Assistant
 Ordinance Title: Senior Executive Assistant
 Legislation Required: Yes
 Bargaining Unit: 030 Recommended Salary: \$24.12-\$28.04 (Range 38.5A)
 Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbent:
 Current Standing: Events Booking Supervisor
 Recommended Standing: Senior Executive Assistant
 In recommended standing, incumbent status is: N/A

Regular; Probationary; Temporary (Exam Required)

Authority: Personnel Rule -

2.3.100; 2.3.200; 2.3.300

Remarks:

Recommended By: Team One *[Signature]* Classification/Compensation Analysts
 Approved: John Pearson *[Signature]* Classification/Compensation Supervisor
Lidia Santiesteban *[Signature]* Classification/Compensation Director
Sarah Welch *[Signature]* Personnel Director

This review was conducted by a team of classification analysts consisting of Irene Ogunyemi, Curt Funk and Jimmy Woo. This report was prepared by Jimmy Woo.

POSITION IDENTIFICATION/SOURCE OF REQUEST

This position is being reviewed at the request of Seattle Center management. The position is located in Seattle Center's Event Production and Marketing Division which is responsible for booking, contracting and scheduling events at Seattle Center's venues.

POSITION HISTORY

This position was created by Ordinance #117294, effective January 1, 1994. Please refer to the copy of the position history card included in the position files.

SCOPE OF REVIEW

Review of this position included analysis of the following:

- Position Description Questionnaire submitted for this review;
- Class Specification Nos. #2401504 Executive Assistant and #2401506 Senior Executive Assistant
- Organizational charts;
- Position file contents;
- Comparisons with similar positions;
- Stakeholders' meeting with Seattle Center's Personnel Specialist Supervisor; and
- Corroboration among a team of Classification Analysts.

SUMMARY OF WORK

The primary responsibilities of this position include:

- Provide support to the Deputy Director in the management and operation of a major division with nine direct units reporting within the division; has responsibility for daily management activities of the units and progress reporting to the Deputy Director.
- Conduct research on industry trends to provide a range of options for the Deputy Director to consider and identify issues regarding commercial marketing strategies that affect the department.
- Design marketing strategies which lead to negotiations with major lines of business which result in the execution of contracts; represent the Deputy Director with clients, vendors, public groups and elected officials to discuss programs in support of the department's mission.
- Formulate and have oversight responsibility for the division's budget; meet with unit managers to determine needs for staffing, equipment and accommodations and convey needs to Deputy Director

for allocation; coordinate with Human Resources on issues involving hiring, performance evaluations, training and discipline.

- Directs affairs of division during absence of Deputy Director

NOTE: For a more complete listing of duties and responsibilities, please refer to the Position Description Questionnaire submitted for this review and included in the position file.

ANALYSIS

As an Events Booking Supervisor, this position was responsible for supervising a unit which works with clients and promoters to schedule revenue generating events at the Seattle Center by determining facility requirements, negotiating rental costs, outlining support requirements, preparing requisite contracts and when necessary, drafts and secures legislation from City Council to enable an event, projects event schedules, and coordinates multiple events throughout the facility.

Positions allocated to the requested Senior Executive Assistant classification perform a wide range of complex, confidential and sensitive executive level administrative duties for the head of a department or to a deputy superintendent, i.e., providing primary professional staff support; participating in management level decision making regarding policies, programs and actions; serving as liaison between the executive and division directors; monitoring preparation of annual budget; acting as representative for the department to outside parties; and performing personnel administrative tasks.

The subject position no longer functions as a unit manager and now reports directly to the Deputy Director-Event Production and Marketing. In addition to performing the representative professional administrative support activities inherent to the staff assistant class series, the subject position is extensively involved in performing research and issue development in support of commercial marketing strategies for the department as well as designing marketing strategies leading to negotiations with major lines of business. The subject position has assumed the marketing and events production aspect from the Deputy Director to enable the Director to address other issues.

It is clearly established that this position no longer functions within the capacity of an Events Booking Supervisor, but rather within the staff assistant class series. However, the language on the Senior Executive Assistant class specification states its application is to be for those positions reporting to department heads or deputy superintendents (City Light Department). The application of the Senior Executive Assistant class specification was specifically intended for usage at the level of top decision making authority within a department or where the organizational level/unit (City Light- Branch) was equivalent in size to some departments. The Seattle Center Department currently has two Senior Executive Assistants. One of the positions reports on the organization chart to the Director- Finance & Resource Development, but in actuality, it performs a majority of its work for the Seattle Center Director (which shows no staff assistant position reporting to it). The other Senior reports to the other deputy, the Deputy Director- Physical Asset Management. By definition, a deputy director has the authority to fill in for the department director, has authority for its customers, works extensively and closely with the legislative and executive branches, and

represents the top decision making level for most matters. The subject position's superior, Deputy Director-Event Production & Marketing, fully meets the aforementioned criteria. In Seattle Center, a Deputy Director functions essentially as a de facto department head. In this regard, the subject position is performing staff assistant work for superior who is functionally at a level equivalent to a department head.

RECOMMENDATION

Based on the duties and responsibilities of this position, the recommended allocation is Senior Executive Assistant effective January 1, 1996, the date identified by Seattle Center management whereby the position fully accreted its current duties and responsibilities.

CLASSIFICATION DETERMINATION

Date: October 17, 1996

Report No. 95157

POSITION IDENTIFICATION

Department: Seattle Center

Classification Title: Senior Events Service Representative

Ordinance Title: Senior Events Service Representative

Position Number: 009020

Bargaining Unit: 030

Current Salary: \$19.53-22.76
(Salary Range 33.0A)

RECOMMENDED ACTION

Classification Title: Events Service Supervisor

Ordinance Title: Events Service Supervisor

Legislation Required: Yes

Bargaining Unit: 030

Recommended Salary: \$21.12-24.59
(Range 35.0A)

Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbent:

Current Standing: Senior Events Service Representative

Recommended Standing: Events Service Supervisor

In recommended standing, incumbent status is:

Regular; Probationary; Temporary(Exam Required)

Authority: Personnel Rule -

2.3.100; 2.3.200; 2.3.300

Remarks:

Recommended By: Team One *[Signature]* Classification/Compensation Analysts

Approved: John Pearson *[Signature]* Classification/Compensation Supervisor

Lidia Santiesteban *[Signature]* Classification/Compensation Director

Sarah Welch *[Signature]* Acting Personnel Director

This review was conducted by a team of classification analysts consisting of Irene Ogunyemi, Curt Funk and Jimmy Woo. The report was prepared by Jimmy Woo.

Source of Request/Position Identification

This position is being reviewed at the request of Seattle Center management. The department is requesting the position be reclassified to Events Service Supervisor. The subject position is located at the Seattle Center Opera House which serves as the venue for the Seattle Symphony, Pacific Northwest Ballet and Seattle Opera, as well as other productions.

Position History

This position was created as an Ice Arena Custodian effective November 1, 1950. Over the years the position was retitled many times to eventually be retitled from Events Service Representative to Senior Events Service Representative effective January 1, 1994 by Ordinance 116944.

Scope of Review

Review of this position included analysis of the following:

- Position Description Questionnaire (PDQ) submitted for this review;
- Class Specification #2050505/Senior Events Service Representative;
- Position file contents;
- Comparisons with similar positions;
- Stakeholders' meeting with Seattle Center's Personnel Specialist Supervisor; and
- Corroboration among a team of Classification Analysts;

Summary of Work

The primary duties of this position include:

- Guides, plans and directs approximately 100 intermittent staff in support of events at the Opera House. This includes conducting team meetings to prioritize work plans, giving specific directions and communicating the needs of the client; working with various technical staff to ensure plans are on schedule and meet event needs; working with the heads of stage, sound and admissions units in scheduling, training, etc. the staff; and investigating problems as they arise and making recommendations to the head of the appropriate area.
- Plans and coordinates maintenance projects through the Technical Services Unit; ensures maintenance projects do not interfere with events production schedule; balances the maintenance requirements of an aging building with budget considerations; and procures outside contractors as necessary to perform some of the maintenance work.
- Maintains work relationships with clients such as Seattle Symphony, Seattle Opera, Pacific Northwest Ballet and traveling performances in negotiating dates for performances and rehearsals; coordinating staffing needs in support of particular events; and balancing the needs of the various

clients to ensure their success.

NOTE: For a more complete listing of duties and responsibilities, please refer to the Position Description Questionnaire submitted for this review and included in the position file.

Analysis

In an effort to improve operational and financial efficiencies for Opera House patrons and clients, Seattle Center instituted a trial period utilizing the building manager concept for the subject position. This concept would have one person coordinate all work efforts, reduce the time required to make decisions and resolve issues affecting the facility and clients, and improve communication between the Center work units on Opera House issues. As a building manager for the Opera House, this position served as a single clearing house and point of contact for all activities occurring in the building, as well as decision making for the total operation of the building, including both events and maintenance of the facility. To achieve these goals, the subject position was now responsible for approving and prioritizing all Opera House maintenance requests, coordinating the scheduling of capital and redevelopment projects around client usage, and providing on-site feedback to Seattle Center employees concerning departmental goals with respect to the Opera House. This expanded role for the subject position encompassed diversified responsibilities from booking events and planning those events with the clients to ensuring the maintenance of the building, assignment of appropriate staff for admissions, stage and sound, as well as maintaining budgetary control over operations for the Opera House.

The increased scope of duties and responsibilities of the subject position are beyond the work typically performed by positions in the Senior Events Service Representative classification. The Senior Events Service Representative class specification states that positions in that class supervise Events Service Representatives and respond to non-routine client concerns and problems. In addition to supervising an Events Service Representative position and performing a body of work attributable to the Senior Events Service Representative classification, the assumption of the building manager role over the Opera House places the subject position more in the capacity of the Events Service Supervisor title with respect to personnel and facility management and coordination. The Events Service Supervisor ordinance title was established in the 1994 Budget to supervise the Event Services Unit. A class specification was never written for the Events Service Supervisor title.

Recommendation

Based on upon the duties and responsibilities of this position, it is recommended this position be reclassified to Events Service Supervisor. This action should be effective September 17, 1994, which is the date Seattle Center management formally expanded the role of this position after the initial one year trial period.

A class specification for Events Service Supervisor is to be developed to encompass the bulding manager duties and responsibilities absorbed by this ordinance title.

CLASSIFICATION DETERMINATION

Date: Oct. 8, 1996

Report No. 96-661

POSITION IDENTIFICATION

Department: Seattle Center

Classification Title: Supervising Personnel Specialist

Ordinance Title: Supervising Personnel Specialist

Position Number: 018339

1995/6 Budget Log No.: N/A

Bargaining Unit: 030 Current Salary: \$21.52 - \$25.05 (Range 35.5A)

RECOMMENDED ACTION

Classification Title: Personnel Manager

Ordinance Title: Personnel Manager

Legislation Required: Yes

Bargaining Unit: 030 Recommended Salary: \$24.59 - \$28.53 (Range 39.0A)

Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbent:

Current Standing: Supervising Personnel Specialist

Recommended Standing: Personnel Manager

In recommended standing, incumbent status is:

Regular; Probationary; Temporary (Exam Required)

Authority: Personnel Rule -

2.3.100; 2.3.200; 2.3.300

Remarks:

Recommended By: Team One *JA JCF* Classification/Compensation Analysts

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

Lidia Santiesteban *L.S.* Classification/Compensation Director

Sarah Welch *M.E.G.* Personnel Director

Pertinent Allocation Factors

Report # 96-661

Page 2

This review was conducted by Class/Comp Team 1, consisting of Irene Ogunyemi, Jimmy Woo and Curt Funk. The report was prepared by Irene Ogunyemi.

SOURCE OF REQUEST/POSITION IDENTIFICATION

This position was reviewed as a result of a request from Seattle Center departmental management. The position is located in the Human Resources Unit of Seattle Center which is responsible for providing the Seattle Center Department with a full range of professional personnel support services, including hiring, classification, training, benefits administration, safety programs, and records maintenance. It also serves as an in-house expert on EEO and affirmative action/cultural diversity.

POSITION HISTORY

Please refer to the copy of the position history card included in the position file.

SCOPE OF REVIEW

Review of this position included analysis of the following:

- Position Description Questionnaire submitted for this review;
- PDQs and classification reports for this and comparable positions on file in the Personnel Department;
- Comparison with Class Specification # 2155609 for Personnel Manager and Class Specification # 2155507 for Supervising Personnel Specialist;
- Organizational charts;
- Stakeholder's meeting with Seattle Center's Personnel Manager;
- Team One's review/analysis of subject position information;
- Responses to Council Resolution #26813;
- and position file contents.

POSITION SUMMARY

The purpose of this position is to serve as a technical/professional expert in providing professional personnel administration to the Seattle Center Department; advise and assist the department's management team with the development of short and long term human resource utilization plans and problem resolution; prepare department responses, coordinate and participate in grievance arbitrations, disciplinary proceedings and similar services; defend the department's employment and personnel actions in court, Civil Service Commission hearings, arbitrations and other regulatory settings; research and prepare positions and proposals for labor contract negotiations and represent the department at negotiating and/or advisory sessions; plan and direct affirmative action and cultural diversity programs and keep management informed of legal requirements; communicate personnel-related concerns to management and propose resolutions.

NOTE: *For a more complete listing of duties and responsibilities, please refer to the Position Description Questionnaire submitted for this review and included in the position file.*

ANALYSIS

As a Supervising Personnel Specialist, the primary responsibility of the subject position was to supervise a variety of professional and support staff engaged in the implementation, coordination and administration of the department's personnel functions; as well as the development of the department's annual budget staffing requests and representing the department at budget and budget appeal hearings.

Since the departure of the former Equal Employment Coordinator, the subject position has taken on the added responsibilities of hearing, investigating, documenting and recommending managerial responses to employee complaints of harassment, inequitable treatment, violation of affirmative action/EEO or other acts of misconduct by staff. In addition, the subject position continues to plan, organize, manage and supervise all phases of the department's personnel programs including staff selection and placement, classification and compensation issue administration, cultural diversity, safety, training and development, performance evaluation and benefits administration. It also continues to work closely with Fiscal Services and Budget staff to ensure adequacy of documentation for budget submission and for preparation of the unit budget on an annual or bi-annual basis.

In comparing the subject position's duties and responsibilities against the Supervising Personnel Specialist class specification and the Personnel Manager class specification, it is apparent that the incumbent's present duties have increased and are now at the Personnel Manager's level. It currently has the highest level of authority for managing the administration of personnel programs and functions in the department. It is also evident from the PDQ submitted for this review that the subject position now manages the full range of professional personnel support programs and services, including EEO/affirmative action, cultural diversity, hiring, classification, training, benefits administration, safety, records maintenance, employees and management counselling; supervising the development and implementation of related policies and procedures; managing the disposition of employee grievances; and representing the department at arbitrations and hearings.

RECOMMENDATION

Based on the review/evaluation of the subject position's current duties and responsibilities, the assigned work and functions are now at a level of authority, responsibility and work complexity that is commensurate with Personnel Manager. It is recommended that the position be reclassified to Personnel Manager effective August 15, 1994 which represents the date the position assumed its current duties and responsibilities.

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: 12/5/96

Report No.96-1065

POSITION IDENTIFICATION

Department: Seattle Public Utilities
Classification Title: Credit Representative
Ordinance Title: Credit Representative
Position Number: 017180
Bargaining Unit: 004 Current Salary: 14.28 -16.61

RECOMMENDED ACTION

Classification Title: Customer Service Representative
Ordinance Title: Customer Service Representative
Legislation Required: Yes Recommended Salary: 13.65 - 15.26
Remarks *BU-035* See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent: (Job Share -2 PTE)
Current Standing: (Admin Support Asst. ILO Credit Rep)
(Customer Service Rep. ILO Credit Rep)
Recommended Standing: Customer Service Representative
In recommended standing, incumbent status is:
X Regular; Probationary: Temporary.
[] 2.3100; [] 2.3.200; [] 2.3.300.
Remarks: Per 9.7B of the Local 17

Recommended: Steven Aspiras *SA* Senior Classification Analyst

Approved: John Pearson *JP* Classification Supervisor

Lidia Santiesteban *LS* Classification/Compensation Director

Sarah Welch Personnel Director

Position Identification and Source of Request:

This position was reviewed as a result of a Departmental request to classify the duties of the position appropriately. Although the position is currently classified as a Credit Representative (CR), the Department has been filling the position with two (2) Part Time Employees (PTE). One position is filling the position at the requested title of Customer Service Representative (CSR), and the other as an Administrative Support Assistant. The reclass of this position from Credit Representative to Customer Service Representative will offer greater flexibility to meet the telephone service demands and align the two PTE with the other CSRs in the unit.

Position No. 017180 is located in the Account Services Division which is responsible for performing the full range of collection activities, establishing payment plans and negotiating payment arrangements.

Scope of Review:

This review consisted of an analysis and evaluation of the following:

- ◆ the Position Description Questionnaire (PDQ) signed 3/25/96 by the immediate supervisor;
- ◆ comparisons of class specifications in the Administrative Support, Credit Representative (CR) and Customer Service Representative (CSR) class series;
- ◆ comparison to similar positions;
- ◆ review of the organization unit affecting the subject position;
- ◆ and related classification files.

Background:

According to departmental management, the current position is being filled In-Lieu-Of (ILO) by two PTE. One position is currently performing the work as a CSR. The ASA was originally hired in Credit as an ASA PTE, with the duties appropriate to that classification. Those duties have either been eliminated by new streamlined procedures or transferred to other employees. The ASA now performs duties exactly like the other CSRs in the Credit Office, and has received Out-Of- Class pay when performing the duties in a vacant CSR position. Although the ASA continues to perform as a CSR, the ASA has not received OOC since returning to its regular position as of March 6, 1996.

Summary of Work

The essential purpose of this position is to provide utility customers the opportunity to negotiate mutually workable arrangements for payment or determine other appropriate courses of action, including termination of utility services; researches account histories and prepares account data entries on utility billing systems; and ensures minimum revenue loss for three (3) City-owned utilities.

NOTE: *For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaire (PDQ), dated and submitted for purposes of this review.*

Analysis:

Review of the CSR class series verified that positions in this class receive requests, complaints and inquiries from residential and commercial utility customers via telephone, in person, or through written correspondence; open, maintain and close accounts; make changes in account status; research records to answer questions; provide information and referrals concerning utility programs and services; make limited credit arrangements; and take appropriate action to resolve account problems. CSRs use judgment in selecting and applying the most appropriate guideline when responding to customer complaints, when providing information and referrals, and when preparing documents to adjust accounts based on corrected customer information.

In comparison, the CR class series showed that they collect on delinquent utility accounts, negotiate mutually workable arrangements for payment, or determine other appropriate course of action. CRs use judgment in determining customer's ability to repay amounts due, establish mutually workable repayment arrangements, and determine on-going credit risk involved in maintaining utility services to customer. The CR classification (formerly Utility Credit Representative) was created as a class dedicated to collecting past due accounts from utility customers. A distinguishing factor from CSRs is that CRs are expected to work in the field in an attempt to collect payment or arrange credit plans so that the utilities could collect past due accounts. The "limited" credit arrangements performed by the CSRs is in recognition of the fact that a certain percentage of credit problems is straightforward enough to be handled with a phone call or short interview. These arrangements usually involve the customer committing to a repayment plan.

Review of the organization structure affecting this position, verified that the unit has 3 FTE CSRs and 1 PTE CSR who all perform the same duties in a team. The changes in the subject position's duties are needed to meet the department's customer service targets, especially the "Average Speed of Answer", "Busy Signals" and "Lost Call". The Unit continues to receive a larger volume of customer calls than can be readily responded to. The reclass of the position involved in direct customer-service delivery will improve their ability to meet their performance targets and classify the position appropriately.

Recommendation:

Based on evaluation of the duties and responsibilities of position #017180, the appropriate allocation is Customer Service Representative. This action should be effective March 25, 1996 which is the date the immediate supervisor signed off on the PDQ.

CLASSIFICATION DETERMINATION REPORT

Date: 12/9/96 Report No.96-1066

POSITION IDENTIFICATION
Department: Seattle Public Utilities
Classification Title: unclassified
Ordinance Title: Management Systems Analyst
Position Number: 024044
Bargaining Unit: 030 Current Salary: Range 33.0A

RECOMMENDED ACTION
Classification Title: Finance Analyst, Senior
Ordinance Title: Finance Analyst, Senior
Legislation Required: Yes Recommended Salary: Range: 35.5A
Remarks See next page for pertinent allocation information

INCUMBENT STATUS
Incumbent:
Current Standing: Management Systems Analyst
Recommended Standing: Finance Analyst, Senior
In recommended standing, incumbent status is:
Regular; Probationary; Temporary.
 2.3.100; 2.3.200; 2.3.300.
Remarks:

Recommended: Steven Aspiras *SA* Senior Classification Analyst
Approved: John Pearson *JP* Classification Supervisor
Lidia Santiesteban *LS* Classification/Compensation Director
Sarah Welch *SW* Personnel Director

Position Identification and Source of Request:

This position was reviewed as a result of a Departmental request. Position No. 024044 is located in the Finance and Administration Division of the Seattle Public Utilities (SPU) and prior to the consolidation was previously in the Real Estate Services Division of the Water Department. This new Division will support the operation of SPU by providing financial, human resources, and information technology services to the other divisions.

Scope of Review:

This review consisted of an analysis and evaluation of the following:

- ◆ the Position Description Questionnaire (PDQ) dated September 9, 1996;
- ◆ comparisons of class specifications in the Finance Analyst class series;
- ◆ comparison to similar positions;
- ◆ review of the organization unit affecting the subject position;
- ◆ and related classification files.

Background:

This position was initially submitted in the 1997/98 Budget. The request was withdrawn after concerns were raised by unions about departmental proposals to reclassify specific positions without affording incumbents in them bumping rights. Although this position is non-represented, all position reclasses with the possibility of changing lay off orders were not reviewed through the budget process.

Summary of Work

The essential purpose of this position is to provide assistance with budget preparation and monitoring, preparing financial analyses, developing, testing and implementing new financial systems.

NOTE: *For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaire (PDQ), dated and submitted for purposes of this review.*

Analysis:

As a result of the consolidation of SED/SWD, this position is involved in the development of the department's budget, and CIP, including the mid-biennium reviews. The position assists divisions in developing their submittals, reviews submittals and prepares recommendations on spending requests for management; gives advice on and provides budget/financial analyses, such as: preparation of monthly variance reports of O&M and CIP expenditures; analysis of the relationships among accounting (statements of cash flows), rates (quarterly variance report) and budget reports to monitor cash and establish the relationship

between the budget and rate views of SWD financial condition; investigates budgetary impacts of operational changes such as productivity projects; maintains complex financial spreadsheets such as the CIP cash flow; and researches expenditure patterns, etc.

The Class Summary for Senior Finance Analyst states:

Coordinates and leads in the development, preparation, defense and monitoring of division/department operating budgets or capital improvement project budgets or financial management of a multi-department grant or capital program. Conducts financial research and analysis on financial/budgetary impacts and implications, and policy or operational changes. Oversees financial/budgetary reporting and monitoring activities.

The Class Spec also distinguishes the Senior Finance Analyst by two or more of the following: 1) supervision of technical support positions; 2) lead responsibility for preparing a department's or division's operating budget, or department's capital improvement budget; 3) responsibility for conducting a variety of independent financial research and analysis projects of a technically demanding nature.

Per the Finance and Real Estate Services Manager, this position is assigned as a "lead" Analyst for getting their divisions' budget together, and monitoring them during the year. Concerning financial analysis of a technical nature, the Manager gave a few examples, such as; the reconciliation of how the budget relates to the rates and accounting financial categories, to ensure that all the different financial pictures are in synch; and the analysis of how the dept. should construct overhead rates for a variety of purposes: external reimbursements, offsets O&M to the CIP, material and fleet overheads, fringe benefits and paid time off overheads.

Recommendation:

Based on evaluation of the duties and responsibilities of position # 024022, the appropriate allocation is Senior Finance Analyst. This action should be effective September 9, 1996, which is the initial date management submitted the request.

CLASSIFICATION DETERMINATION REPORT

Date: 12/9/96 Report No. 96-1067

POSITION IDENTIFICATION

Department: Seattle Public Utilities
Classification Title: unclassified
Ordinance Title: Management Systems Analyst, Senior
Position Number: 022212
Bargaining Unit: 030 Current Salary: Range 37.5A

RECOMMENDED ACTION

Classification Title: Finance Analyst, Senior
Ordinance Title: Finance Analyst, Senior
Legislation Required: Yes Recommended Salary: Range: 35.5A
Remarks See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:
Current Standing: Management Systems Analyst (ilo MSA, SR.)
Recommended Standing: Finance Analyst, Senior
In recommended standing, incumbent status is:
Regular; Probationary; Temporary.
 2.3100; 2.3.200; 2.3.300.
Remarks:

Recommended: Steven Aspiras SA Senior Classification Analyst

Approved: John Pearson JP Classification Supervisor

Lidia Santiesteban LS Classification/Compensation Director

Sarah Welch MJS Personnel Director

Position Identification and Source of Request:

This position was reviewed as a result of a Departmental request. Position No. 022212 is located in the Finance and Administration Division of the Seattle Public Utilities (SPU) and prior to the consolidation was previously in the Real Estate Services Division of the Water Department. This new Division will support the operation of SPU by providing financial, human resources, and information technology services to the other divisions.

Scope of Review:

This review consisted of an analysis and evaluation of the following:

- ◆ the Position Description Questionnaire (FDQ) dated September 9, 1996;
- ◆ comparisons of class specifications in the Finance Analyst class series;
- ◆ comparison to similar positions;
- ◆ review of the organization unit affecting the subject position;
- ◆ and related classification files.

Background:

This position was initially submitted in the 1997/98 Budget. The request was withdrawn after concerns were raised by unions about departmental proposals to reclassify specific positions without affording incumbents in them bumping rights. Although this position is non-represented, all position reclasses with the possibility of changing lay off orders were not reviewed and removed from the budget process.

Summary of Work

The essential purpose of this position is to provide assistance with budget preparation and monitoring, preparing financial analyses, developing, testing and implementing new financial systems.

NOTE: *For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaire (PDQ), dated and submitted for purposes of this review.*

Analysis:

As a result of the consolidation of SED/SWD, this position is involved in the development of the department's budget, and CIP, including the mid-biennium reviews. The position assists divisions in developing their submittals, reviews submittals and prepares recommendations on spending requests for management; gives advice on and provides budget/financial analyses, such as: preparation of monthly variance reports of O&M and CIP expenditures; analysis of the relationships among accounting (statements of cash flows), rates (quarterly

variance report) and budget reports to monitor cash and establish the relationship between the budget and rate views of SWD financial condition; investigates budgetary impacts of operational changes such as productivity projects; maintains complex financial spreadsheets such as the CIP cash flow; and researches expenditure patterns, etc.

The Class Summary for Senior Finance Analyst states:

Coordinates and leads in the development, preparation, defense and monitoring of division/department operating budgets or capital improvement projects budgets or financial management of a multi-department grant or capital program. Conducts financial research and analysis on financial/budgetary impacts and implications, and policy or operational charges. Oversees financial/budgetary reporting and monitoring activities.

The Class Spec also distinguishes the Senior Finance Analyst by two or more of the following: 1) supervision of technical support positions; 2) lead responsibility for preparing a department's or division's operating budget, or department's capital improvement budget; 3) responsibility for conducting a variety of independent financial research and analysis projects of a technically demanding nature.

Per the Finance and Real Estate Services Manager, this position is assigned as a "lead" Analyst for getting their divisions' budget together, and monitoring them during the year. Concerning financial analysis of a technical nature, the Manager gave a few examples, such as; the reconciliation of how the budget relates to the rates and accounting financial categories, to ensure that all the different financial pictures are in synch; and the analysis of how the dept. should construct overhead rates for a variety of purposes: external reimbursements, offsets O&M to the CIP, material and fleet overheads, fringe benefits and paid time off overheads.

Recommendation:

Based on evaluation of the duties and responsibilities of position # 024022, the appropriate allocation is Senior Finance Analyst. This action should be effective September 9, 1996 which is the initial date management submitted the request.

CLASSIFICATION DETERMINATION REPORT

Date: 12/17/96

Report No. 96-1117

POSITION IDENTIFICATION

Department: Seattle Public Utilities
Classification Title: Customer Service Representative
Ordinance Title: Customer Service Representative
Position Number: 012527
Bargaining Unit: 035 Current Salary: 13.65 -15.26

RECOMMENDED ACTION

Classification Title: Customer Service Representative Supervisor
Ordinance Title: Customer Service Representative Supervisor
Legislation Required: Yes Recommended Salary: 16.15 - 18.80
Remarks *BA-031* See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:
Current Standing: Customer Service Representative
Recommended Standing: Customer Service Representative Supervisor
In recommended standing, incumbent status is:
X Regular; Probationary; Temporary.
[] 2.3100; [] 2.3.200; [] 2.3.300.

Remarks: Per 9.7 B of the Local 17 Bargaining Agreement

Recommended: Steven Aspiras *JA* Senior Classification Analyst

Approved: John Pearson *JP* Classification Supervisor

Lidia Santiesteban *LS* Classification/Compensation Director

Sarah Welch *M SW* Personnel Director

Position Identification and Source of Request:

This position was reviewed as a result of a Departmental request. This request is the result of the expansion of services planned for the Utility Service Center/ Customer Service as a result of the utilities consolidation and reorganization. Position No. 012527 will be located in the Utility Service Center. This unit will have representatives from each utility forming one cohesive team providing customers comprehensive, one-stop service that fully responds to and anticipates customer expectations and needs.

Scope of Review:

This review consisted of an analysis and evaluation of the following:

- ◆ the Position Description Questionnaire (PDQ);
- ◆ comparisons of class specifications in the Customer Service Representative (CSR) class series;
- ◆ additional information submitted by the Deputy Superintendent, Customer Services, Seattle City Light;
- ◆ comparison to similar positions;
- ◆ review of the organization unit affecting the subject position;
- ◆ and related classification files.

Background:

According to departmental management, the current position is located at City Light and transferring to SPU as of 1/1/97. According to the Deputy Superintendent, this position has performed at the supervisory level for Seattle City Light beginning in July of 1994. The position provided direction and support to a unit that included four (4) Customer Service Representatives, three (3) Accounting Technician I's, and an Electrical Sales Order Processor. The position has been responsible for the overall performance of the unit and ensuring accuracy and quality of the customer service provided by assigning work, evaluating and correcting performance, developing work policies and procedures, and overall system knowledge in order to assist individual staff with their work assignments.

In January 1996 City Light and the Water Department entered into an innovative work arrangement where staff were cross-trained in each department's billing procedures, and co-located to form the City's Utility Service Center. The success of the center was an important consideration in the Mayor's recommendation and the City Council's approval of the consolidation of the four (4) utilities' call centers into the new Seattle Public Utilities. During this pilot, two additional CSR's were added to this positions' supervisory responsibility.

Summary of Work

The essential purpose of this position is to provide direction and support in the Utilities Service Center for walk-in Utility customers. This includes the receipt of daily collections as well as the delivery of customer service. The position also represents the department on an interdepartmental team to provide ongoing maintenance and enhancements to the Remote Automated Payment System (RAPS) project. Services provided will be customer focused, effective, and efficient with the ultimate goal of assuring complete customer satisfaction.

NOTE: *For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaire (PDQ), dated and submitted for purposes of this review.*

Analysis:

Review of the CSR class series verified that the CSR Supvr. differs from lower levels in the series in that it has first line supervisory responsibilities for CSRs and other support personnel in a customer service unit of a utility. This level supervises, plans, organizes, instructs, monitors performance, and provides problem solving guidance to subordinate CSR's.

The subject position provides direction and support to eight (8) CSR's to ensure the accurate receipt and deposit of utility revenue at two (2) utility locations. Trains, monitors collection procedures, audits works and assures compliance with various codes and policies & procedures.

Recommendation:

Based on the duties and responsibilities of position #012527, the appropriate allocation is Customer Service Representative Supervisor. This action should be effective December 13, 1996 which is the date the Deputy Superintendent of City Light submitted additional information in support of the reclassification request for position #012527.

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
- Temporary (Exam Required)

Authority: Personnel Rule -

- 2.2.200(A)
- 2.2.200(B)
- 2.2.200 (C)

Remarks: _____

Recommended by: Gail Thompson *GT*

Classification/Compensation Analyst

Approved by: Steve Aspiras *SA*

Classification/Compensation Supervisor

Lidia Santiesteban *SA for LS*

Classification/Compensation Director

Sarah Welch *SW*

Personnel Director

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.

❖ 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.

CLASSIFICATION DETERMINATION

August 12, 1996

Report #95-723

POSITION IDENTIFICATION

Department: Water
 Classification Title: Accounting Technician II
 Ordinance Title: Accounting Technician II
 Position Number: 011715
 Bargaining Unit: 030 Current Salary: \$ 13.65 - 15.26 (Range: 22.5B)

RECOMMENDED ACTION

Classification Title: Warehouse
 Ordinance Title: Warehouse
 Legislation Required: Yes
 Bargaining Unit: 030 Recommended Salary: \$ 13.99 - 14.52 - 15.10
 Remarks: See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:
 Current Standing: Accounting Technician II
 Recommended Standing: Warehouse

In recommended standing, incumbent status is:

Regular Probationary Temporary (Exam Required)

Authority: Personnel Rule -

2.3100 2.3.200 2.3.300

Remarks:

Recommended by: Gail Thompson Classification/Compensation Analyst
 Approved by: Steve Aspiras Classification/Compensation Supervisor
Lidia Santiesteban Classification/Compensation Director
Sarah Welch Personnel Director

SOURCE OF REQUEST

This position was reviewed as a result of a departmental request. The subject position is located within the Material Control Unit of the Water Systems Services Division in the Water Department. This unit is responsible for assisting Seattle Water employees in purchasing quality materials in a timely, cost-effective and courteous manner.

SCOPE OF REVIEW

This review consisted of an analysis of the Position Description Questionnaire dated January 29, 1996; comparative review of class specifications within the Accounting Technician, Material Controller, Warehouse, and Supply and Inventory Technician class series; and charts showing the organizational structure of the assigned work unit.

POSITION HISTORY

A complete history of this position is available in Personnel Records.

POSITION SUMMARY

According to management the subject position is essentially responsible for processing materials and services for all Seattle Water operational activities, including processing purchase requisitions, direct vouchers, blanket contracts, and for maintaining the Fleet Equipment and Communication Systems Database.

BACKGROUND

According to departmental management the work of this position changed due to the database management projects and the identification of specialized skills needed to meet the growing purchasing needs of the Department.

ANALYSIS

Class specifications within the Accounting Technician, Material Controller, Warehouse, and Supply and Inventory Technician class series were selected for comparison. The work of these series is characterized in the following manner:

Accounting Technician - performs a variety of accounting functions and tasks associated with the maintenance and updating of accounting records.

Material Controller - purchases, stores and maintains supplies and hazardous chemicals and material.

Warehouser - receives, stores and issues a variety of equipment, materials and supplies used in an *industrial* environment (i.e., automotive, electrical or appliance parts, tools, equipment) in a warehouse or storage area.

Supply and Inventory Technician - orders, receives, distributes and maintains inventory of small supplies and equipment used in an *office* environment (i.e., lamps, calculators, paper, forms, calendars, binders).

COMPARISON

According to Departmental management, the subject incumbent works in a warehouse environment, and is responsible for ordering, maintaining and storing equipment and materials used in an *industrial* environment (*fleet and communications equipment and materials*). Positions assigned these types of duties and responsibilities are typically allocated the series of Warehouser.

Having determined that the Warehouser class series is the most appropriate series, what remains to be determined is which level best represents the work assigned.

The Warehouser class series consists of four levels, and they are distinguished from one another by complexity of assignments and/or lead or supervisor duties.

Work at the *journey* level (Warehouser) is characterized as receiving, storing and issuing a variety of equipment, materials and supplies in a warehouse or storage area, and *updating automated inventory systems*.

The *senior* level differs from the journey level in that the former may have lead responsibilities over staff, or may be responsible for the operation of a satellite or small warehouse.

Chief Warehouser, is a first-line supervisory. This class differs from the senior in that the former has responsibility for supervising subordinate staff, including assigning, reviewing, and evaluating their work, and recommending personnel actions.

The *supervisor class* is the highest level in the series. This class differs from the chief in that the former is responsible for warehousing operations, supervising the work of staff, reviewing and evaluating operational methods, recommending improvements, and planning and developing work schedules and assignments.

CONCLUSION

The duties and responsibilities assigned to 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 position indicated that it processes purchase requisitions through blanket contracts; assists in developing policies and procedures that streamline purchasing activities; acts as liaison between the department, the Purchasing Department and vendors; and maintains the Fleet Equipment and Communications Systems database. These are duties and responsibilities typically assigned to positions at the journey level within the Warehouse class series.

RECOMMENDATION

Based on the above review, I recommend that the subject position be reclassified to the title of Warehouse. This action should become effective January 1, 1996, the date the PDQ was signed.

POSITION RECORD

DEPARTMENT WATER

DIVISION 221

POSITION CREATED BY 1970 Budget

EFFECTIVE DATE 1-1-70

OTHER INFORMATION

Ord 100072 effective 6-30-71 chgs title of pos. from Clerk III to Intermediate Clerk
 Ord 105798 effective 9-10-76 chgs title of pos to Administrative Support Assistant
 Ord 116181, effec 1-1-92 1992 Clean-Up chgs title of pos frm Admin Supp Asst to Admin Spec I

REMINGTON RAND 20 DIVISION OF SPERRY RAND CORPORATION PRINTED IN U.S.A. 8033 862 RRRC - 18586

OCCUPANTS OF POSITION			OCCUPANTS OF POSITION		
NAME	DATE IN	DATE OUT	NAME	DATE IN	DATE OUT
Knob, Yvonne	1-1-70	10-20-70	Murphy, Maureen C	12-18-91	12-31-91
Jalley, E. Patricia	10-21-70	5-1-78	Murphy, Maureen C ^{asa}	1-1-92	
Cesego, Ester O.	6-7-78	2-24-81	Kanyer, Terri E	3-24-93	
Fajardo, Ernestina S	4-8-81	12-30-81			
Gardipe, Anne Marie	2-24-82	3-8-83			
Olson, Sheri L.	5-10-83	1-24-84			
Anderson, Wanda G.	5-16-84	2-28-89			
Thomas (Hall) Monica Monique	1-31-90	6-21-91			
8-31-71	Clerk Typist II asgd Intermediate Clerk				
11-14-75	apprvd Office Assistant asgd				
Min 12-3-75	Administrative Support Assistant				
011705			Administrative Specialist I-BU		
			Assistant, Administrative Support		Perm

RESOLUTION 26813 CHARTING

CLASSIFICATION DETERMINATIONS:	Report No. 96-723
DEPARTMENT/OFFICE:	Water
CURRENT TITLE:	Accounting Technician II
CURRENT SALARY:	\$13.65 - 15.26 (Range: 22.5B)
PROPOSED TITLE:	Warehouser
PROPOSED SALARY:	\$13.99 - 14.52 - 15.10
WHY INEQUITY MAY HAVE OCCURRED:	None has occurred
WRITTEN JUSTIFICATION/ COST EFFECTIVE/EFFICIENCY:	N/A
ORGANIZATIONAL EFFECTS	None
EFFECTS ON OTHER POSITIONS:	None
POSSIBLE TASK REDUCTIONS:	None
BETTER REVIEW AT BUDGET?	N/A
SPECIFIC INDIVIDUAL REWARDS?	N/A
ADDITIONAL COMMENTS:	None

Classification Determination

Date: May 15, 1996

Report No. 95-690

POSITION IDENTIFICATION

Department: Water
Classification Title: Combined Utilities Billing Supervisor
Accounting Technician II
Ordinance Title: Combined Utilities Billing Supervisor
Accounting Technician II -BU
Position Number: 011716
011717
Bargaining Unit: 031 Current Salary: \$15.54 - 18.08 (Range: 27.0A)
035 \$13.65-15.26 (Range 22.5B)

RECOMMENDED ACTION

Classification Title: Utility Accounts Supervisor
Ordinance Title: Utility Accounts Supervisor
Legislation Required: Yes
Bargaining Unit: Recommended Salary: \$16.45 - 19.15 (Range:28.5A)
Remarks: See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:
Current Standing: Combined Utilities Billing Supervisor
Accounting Technician II
Recommended Standing: Utility Accounts Supervisor

In recommended standing, incumbent status is:
[] Regular [] Probationary [X] Temporary (Exam Required)
[] Regular [] Probationary [] Temporary (Exam Required)
Authority: Personnel Rule -
[] 2.2.200(A) [] 2.2.200(B) [] 2.2.200 (C)
[] 2.2.200(A) [] 2.2.200(B) [] 2.2.200 (C)

Remarks: Standing per Article 9, Section 6(c) 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

SOURCE OF REQUEST

These positions are being reviewed as a result of a departmental request filed on December 7, 1995.

BACKGROUND

Positions #011716 and #011717 are located in the Audit unit of the Utility Billing section of the Accounts Services division within the Water Department. The Audit unit was recently divided into two work teams to place more emphasis on review of account history and multiple meters serving the same property, rather than on individual bills for small commercial and residential accounts.

POSITION HISTORY

For more detailed historical data, please refer to the individual position record card included in the file.

SCOPE OF REVIEW

This analysis included a team review of the Position Description Questionnaires (PDQ) completed December 7, 1995; review of the Utility Accounts Supervisor, Accounting Technician Supervisor, Accounts Control/Validation Supervisor class specifications, and of position files allocated to the title of Combined Utilities Billing Supervisor; position data from Personnel Records; a discussion with Water departmental management; and charts showing the affected organizational structure.

ANALYSIS

Statement of Duties

Position #011716 is responsible for supervising, directing, reviewing and evaluating the work of subordinate staff responsible for auditing accounts for water, wastewater, and solid waste customers who have small *commercial and/or residential accounts*.

Position #011717 is responsible for overseeing the work of subordinate staff auditing accounts for water and wastewater customers with *large registered monthly usage or large water meters*. The subject positions are also responsible for developing procedures for their team; and handling the more complex and/or sensitive issues.

Primary Duties

Supervise the work unit - by hiring, planning, training and scheduling work; evaluating performance, approving vacation and sick leave; and providing disciplinary action;

Develop procedures - for reviewing, investigating and correcting accounts for three utilities; and performance standards and expectations;

Respond to complex and/or sensitive issues - by researching complex billings, determining adjustments and contacting customers in cases of sensitive or unusual circumstances to ensure accuracy of current and past billings;

Coordinate - with supervisors from other work units to recommend changes to the billing system, work unit, work flow and to policies and procedures.

COMPARISON

I reviewed and compared the duties and responsibilities assigned to the subject positions to those of the Utility Accounts Supervisor, Accounting Technician Supervisor, Account Control/Validation Supervisor and the Combined Billings Supervisor class specifications. I found the work of these classes to be characterized in this manner:

Utility Accounts Supervisor - positions in this class supervise employees involved in account billings. Incumbents are expected to oversee the work of personnel and the operation of utility account functions, including billing, accounts receivable and account validation; coordinate functions of the billing system, perform balancing, audit checks, and other tasks necessary to ensure integrity of all customer accounts.

Accounting Technician Supervisor - positions allocated to this class are responsible for the performance of accounting functions and tasks associated with the maintenance and updating of accounting and accounts records; and for monitoring the work and performance of subordinates to ensure the accurate and timely processing of work according to established accounting methods and procedures.

Account Control/Validation Supervisor - positions in this class are responsible for supervising, planning, organizing, instructing, monitoring performance and providing problem solving guidance to subordinate employees providing billings to utility customers. *This title became obsolete in the Classification Project as of January 2, 1992. Positions assigned to this class were allocated to the title of Utility Accounts Supervisor.*

Combined Utilities Billing Supervisor - positions assigned to this class are responsible for supervising subordinate staff, reviewing and correcting billing exceptions, investigating incorrect billings, performing manual calculations of incorrect billings, making adjustments, preparing reports and providing customer assistance for purveyor customers.

CONCLUSION

The duties and responsibilities of the subject positions have been reviewed with the specific objective of identifying the positions' appropriate classification. Review of the subject positions indicates that they are relied upon to oversee the work of staff performing billing, accounts receivable and/or account validation functions for a utility customer service division; coordinate functions of a billing system, performing audit checks, balancing, and/or other tasks necessary to

ensure the integrity of utility customer accounts. These duties and responsibilities are consistent with those outlined in the class specification of Utility Accounts Supervisor

RECOMMENDATION

Therefore, it is my recommendation that Positions #011716 and 011717 be reclassified to the title of Utility Accounts Supervisor. These actions should become effective December 7, 1995.



CLASSIFICATION DETERMINATION REPORT

Date: September 10, 1996 Report No 96-851

Position Identification

Department: Water
Classification Title: Administrative Specialist I
Ordinance Title: Administrative Specialist I-BU
Position Number: 011708
Bargaining Unit: 035 Current Salary: \$12.68-\$14.14 (Salary Range 20.5B)

RECOMMENDED ACTION

Classification Title: Administrative Specialist II
Ordinance Title: Administrative Specialist II-BU
Legislation Required: Yes Recommended Salary: \$13.65-\$15.26 (Salary Range 22.5B)
Recommended Bargaining Unit: 035
Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbent: _____
Current Standing: Administrative Specialist I
Recommended Standing: Administrative Specialist II
In recommended standing, incumbent status is:
Regular; 2.3.100; Probationary; 2.3.200; Temporary. 2.3.300.
Remarks: Per Article 9, Section 6b of Local 17 Bargaining Agreement

Recommended:
Approved:

Team 2 *tojt*

Classification Analyst(s)

John Pearson *JP*

Classification Supervisor

Lidia Santiesteban *LS*

Classification/Compensation Director

Sarah Welch *SW*

Personnel Director

Position Identification and Source of Request:

This position was reviewed as a result of a management request.

Position History:

See individual position record card included in the file for detailed historical data concerning the position.

Background:

Department management and the incumbent state that the duties and responsibilities have increased over the years and are comparing the duties performed by the subject position to those of positions allocated to the Administrative Specialist II level.

Scope of Review:

This review consisted of an analysis and evaluation of the subject position by a team of Classification analysts (Gail Thompson, Barbara Martin and Trish Bourdeau) which consisted of the following:

- ◆ the Position Description Questionnaire (PDQ) dated May 30, 1996;
- ◆ comparisons of class specifications in the Administrative Specialist class series;
- ◆ comparison to similar positions;
- ◆ review of the organization unit affecting the subject position;
- ◆ position history record and related classification files.

Summary of Work

The incumbent provides full clerical support to one supervisor and three crew chiefs. The supervisor and one of the crew chiefs works at different work sites.

NOTE: *For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaire (PDQ), dated and submitted for purposes of this review.*

Analysis:

Through our analysis, we found that the scope and range of duties and responsibilities currently assigned to the subject position most closely resemble those allocated to positions classified within the Administrative Support series.

Therefore, having determined that the Administrative Support series is the most appropriate class, what remains to be determined is the appropriate classification level. This series consists of five levels and they are distinguished from one another by their respective degrees of difficulty, responsibility, accuracy required and the types and nature of contacts. The work is described in this manner:

Office Assistant: Positions allocated to this class perform *basic office support tasks*, by following detailed guidelines, procedures and specific instructions. Tasks assigned at this level have built in checks and balances or are reviewed closely for accuracy and completeness. Contacts are primarily with inter-departmental employees to exchange or clarify information.

Administrative Support Assistant: Positions allocated to this class are characterized as being responsible for *multiple routine tasks or a single specialized task* in support of a program activity. Work at this level involves use of limited judgment in handling assigned tasks, with close review and correction of non-routine assignments. Contacts are within the department and with the public on routine matters.

Administrative Specialist I: Positions allocated to this class are distinguished by the performance of *several specialized activities in support of a program*. The work is performed within established procedures, however, incumbents select the most appropriate procedures for completion of assigned tasks. Incumbents are expected to understand the work processes, procedures and regulations of the assigned program area, and may assign and review the work of lower level employees. Contacts are primarily with other departments, outside agencies or the public for obtaining factual information, explaining office policies and responding to routine complaints.

Administrative Specialist II: Positions allocated to this class perform the *full range of administrative support functions for high level management or specialized tasks in support of a special function or program*. Work at this level requires advanced knowledge of general office practices and procedures and require comprehensive knowledge of departmental or program policies and procedures. Assignments are completed independently with minimal guidance and some work assignments require handling complicated tasks where the cost of correcting errors would be substantial in either time or money. The work requires solving special problems and making reliable decisions, only sensitive issues and problems are referred to management. Contacts are with intra- and inter-departmental staff, the public, customers, firms, and organizations doing business with the City for planning and coordinating work activities, resolving problems and providing information on department or program activities.

Administrative Specialist III: Positions allocated to this class perform *highly complex and diverse specialized support activities, or supervise a group of employees engaged in administrative or specialized support activities*. The work of this class requires a thorough knowledge of general office practices and procedures, specialized office equipment, and/or specialized knowledge of policies, procedures and practices applicable to the assigned program area. Incumbents are expected to have a detailed working knowledge of highly complex procedures and regulations such as legally perceived contract or program provisions, codes, and ordinances. Contacts are primarily with intra- and inter-departmental staff and the public, and may involve making substantial adjustments or influencing important agreements or situations impacting department policy.

Administrative Support Supervisor: Positions allocated to this class *plan, organize, assign and evaluate the work of clerical support staff*; complete special projects; and may provide administrative support duties to higher level management. The work requires knowledge of pertinent programs and projects and a wide range of concepts, principles and experience in applying assigned tasks, with close review and correction of non-routine work, contacts within the department and with the public on routine matters.

Conclusion:

Our review found that the nature of the work assigned to the subject position is generally considered non-routine, (receiving, identifying and dispatching emergency calls, maintaining files, opening, sorting, and routing mail providing information on gate opening permits, preparing and reviewing specialized reports, authorizing payment, preparing and distributing documents). Such expectations are typical of duties assigned to positions allocated to the level of Administrative Specialist I.

During our investigation, we also found that the subject position works independently, in a remote location, with minimal guidance and is expected to use ingenuity and initiative to research, resolve and present facts and findings upon which important or costly decisions could be made. These are responsibilities typically assigned to positions at the Administrative Specialist II level.

Recommendation:

It is therefore the recommendation of this team that the subject position be allocated to the title of Administrative Specialist II, based on the autonomy and the diversity of tasks assigned rather than the relative complexity of work. This action should become effective May 30, 1996, which is consistent with the date the incumbent signed the PDQ.

CLASSIFICATION DETERMINATION

August 16, 1996

Report #95-846

POSITION IDENTIFICATION

Department: Water
 Classification Title: Administrative Specialist I
 Ordinance Title: Administrative Specialist I
 Position Number: 018241
 Bargaining Unit: 030 Current Salary: \$12.68 - 14.14 (Range: 20.5B)

RECOMMENDED ACTION

Classification Title: Systems Programmer Analyst
 Ordinance Title: Systems Programmer Analyst
 Legislation Required: Yes
 Bargaining Unit: 030 Recommended Salary: \$17.90 -18.62-19.35-20.08-20.88
 Remarks: See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent: *[Signature]*
 Current Standing: Administrative Specialist I
 Recommended Standing: Systems Programmer Analyst

In recommended standing, incumbent status is:

Regular Probationary Temporary (Exam Required)

Authority: Personnel Rule -

2.3100 2.3.200 2.3.300

Remarks:

Recommended by: Team 2 *[Signature]* Classification/Compensation Analysts
 Approved by: Lidia Santiesteban *[Signature]* Classification/Compensation Director
Sarah Welch *[Signature]* Personnel Director

SOURCE OF REQUEST

This position was reviewed as a result of a departmental request. The subject position is located within the Personal Computer Services Unit (PC Services) of the Information Services Division within the Water Department. This unit is responsible for providing technical support to desktop computers, printers and peripherals and users for managing new and upgraded software/hardware.

SCOPE OF REVIEW

This review consisted of an analysis of the Position Description Questionnaire (PDQ) dated May 2, 1996; comparative review of class specifications within the series of Management Systems Analyst and Systems Analyst; and charts showing the organizational structure of the assigned work unit.

POSITION HISTORY

A complete history of this position is available in Personnel Records.

POSITION SUMMARY

The subject position is essentially responsible for providing support and technical advice regarding the operating system and software to over 600 desktop computers and users in a local areas network environment.

ANALYSIS

Based on the above descriptions, class specifications in the Management Systems Analyst and Systems Analyst class series were selected for comparison. The work of these series is characterized in this manner:

Management Systems Analyst - provides advice and services 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 organizational changes.

Systems Analyst - performs system design, development, implementation and maintenance activities related to data processing systems; and provides technical advice and support to users in the proper use of hardware/software.

COMPARISON

According to the PDQ submitted for review, the primary duties of the subject position are to provide technical support to over 600 personnel computers, printers and peripherals installed in seven locations within the Water Department, and to manage upgrades to software and hardware.

Through my analysis, I found that the scope and range of duties and responsibilities currently assigned to the subject position most closely resemble those allocated to positions classified within the Systems Analyst class series. Therefore, having determined that the Systems Analyst series is the appropriate class, what remains to be determined is the appropriate classification level.

The Systems Analyst class series consist of five levels, and they are distinguished from one another by their respective degrees of work difficulty and responsibility. The work of the series is allocated in this manner:

Systems Programmer - converts specifications into computer programs; devises methods of testing the work; corrects program errors; and prepares written operational documentation.

Systems Programmer Analyst - assists in the design, development, implementation and enhancement of data processing systems.

Systems Analyst - diagnoses and resolves system problems within a specialty area, and performs the full range of systems design, development, implementation and maintenance activities related to data processing systems; and provides technical advice and support to users in the proper use of hardware/software.

Senior Systems Analyst - plans, develops, coordinates and analyzes data processing systems, through a variety of methods appropriate to the specialty, to determine feasibility and practicality of requested services, considering factors such as compatibility, conversion, implementation of cost, or impact on existing systems and equipment; and may coordinate projects and/or serve as lead to subordinate staff.

Principal Systems Analyst - oversees the operation of major departmental or City-wide data processing projects, and may also serve as a technical expert in an area of specialization.

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 provides technical support to desktop computers, printers and peripherals, plans and implements new and upgraded software/hardware, and provides support to end-users. These types of duties are generally associated with positions assigned to the class of Programmer Analyst.

RECOMMENDATION

Based on the above review, I recommend that the subject position be reclassified to the title of Programmer Analyst. This action should become effective May 2, 1996, the date the PDQ was signed.

CLASSIFICATION DETERMINATION

August 7, 1996

Report #96-847

POSITION IDENTIFICATION

Department: Water
 Classification Title: Senior Customer Service Representative
 Ordinance Title: Senior Customer Service Representative
 Position Number: 011748
 Bargaining Unit: 035 Current Salary: \$14.67 -15.26-15.85-16.46

RECOMMENDED ACTION

Classification Title: Administrative Staff Assistant
 Ordinance Title: Administrative Staff Assistant
 Legislation Required: Yes
 Bargaining Unit: 030 Recommended Salary: \$17.09 - 19.92 (Range: 29.5A)
 Remarks: See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:
 Current Standing: Senior Customer Service Representative
 Recommended Standing: Administrative Staff Assistant

In recommended standing, incumbent status is:
 Regular Probationary Temporary (Exam Required)

Authority: Personnel Rule -
 2.3100 2.3.200 2.3.300

Remarks: Per Article 9.6, Section c 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

SOURCE OF REQUEST

This position was reviewed as a result of a departmental request. The subject position is located within the Administrative Services Unit of the Accounts Services Division within the Water Department. This Unit is responsible for providing administrative support to the Accounts Services Division.

SCOPE OF REVIEW

This review consisted of an analysis of the Position Description Questionnaire dated April 4, 1996; comparative review of class specifications within the series of Executive Support Staff Group; and charts showing the organizational structure of the assigned work unit.

POSITION HISTORY

A complete history of this position is available in Personnel Records.

POSITION SUMMARY

According to management the subject position is essentially responsible for providing analytical assistance in preparing, monitoring and adjusting the division budget; developing and maintaining costs for the services and activities of the division; gathering, formatting, reporting and maintaining data, policies and procedures for the division.

BACKGROUND

According to departmental management the work of this position changed due to reorganization and reassignment of job responsibilities. It is management's belief that the work of the subject position no longer represent that typically allocated positions assigned to the title of Senior Customer Service Representative.

ANALYSIS

Based on the above descriptions, class specifications in the Executive Support Staff series were selected for comparison. The work of this series is characterized as a mixture of administrative duties, usually performed by other administrative fields, in which no one specialty 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 series consists of five levels and they

are distinguished from one another by the size and diversity of the program and upon the respective degrees of difficulty and responsibility required.

COMPARISON

According to the PDQ the primary duties of the position are:

- ◆ Providing assistance in the preparation of the budget;
- ◆ Gathering, formatting, reporting and maintaining data;
- ◆ Developing and maintaining cost for the services and activities of the division;
- ◆ Maintaining policies and procedures for the division;
- ◆ Coordinating and scheduling space moves.

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 Executive Staff Support series.

The duties and responsibilities of the subject position were reviewed with the specific objective of identifying the appropriate classification. It is clear from the above analysis that the Executive Staff Support Group is the most comparable. Having determined the appropriate class series, what remains to be determined is the appropriate classification level.

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.

Administrative 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.

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.

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 unit with a variety of administrative and operational matters. These duties and responsibilities are described within the class specification of Administrative Staff Assistant. Positions at this level serve as staff assistant to a small section, unit or department, and are expected to use judgment 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.

RECOMMENDATION

It is therefore, my recommendation that the subject position be allocated to the title of Administrative Staff Assistant. This action should become effective January 1, 1995.

RESOLUTION 26813 CHARTING

CLASSIFICATION DETERMINATIONS: Report No. 96-847

DEPARTMENT/OFFICE: Water

CURRENT TITLE: Senior Customer Service Representative

CURRENT SALARY: \$14.67-15.26-15.85-16.46 (Range N/A)

PROPOSED TITLE: Administrative Staff Assistant

PROPOSED SALARY: \$17.09 - 19.92 (Range: 29.5A)

WHY INEQUITY MAY HAVE OCCURRED: None has occurred

**WRITTEN JUSTIFICATION/
COST EFFECTIVE/EFFICIENCY:** N/A

ORGANIZATIONAL EFFECTS None

EFFECTS ON OTHER POSITIONS: None

POSSIBLE TASK REDUCTIONS: None

BETTER REVIEW AT BUDGET? N/A

SPECIFIC INDIVIDUAL REWARDS? N/A

ADDITIONAL COMMENTS: None

CLASSIFICATION DETERMINATION

July 29, 1996

Report #95-685

POSITION IDENTIFICATION

Department: Water
 Classification Title: Data Processing Systems Analyst
 Ordinance Title: Data Processing Systems Analyst
 Position Number: 024508
 Bargaining Unit: 034 Current Salary: \$19.68-22.99

RECOMMENDED ACTION

Classification Title: Systems Analyst
 Ordinance Title: Systems Analyst
 Legislation Required:
 Bargaining Unit: 034 Recommended Salary: \$19.68-22.99
 Remarks: See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:
 Current Standing: Data Processing Systems Analyst
 Recommended Standing: Systems Analyst

In recommended standing, incumbent status is:

Regular Probationary Temporary (Exam Required)

Authority: Personnel Rule -

2.3100 2.3.200 2.3.300

Remarks:

Recommended by: Gail Thompson Classification/Compensation Analyst
 Approved by: Steve Aspiras Classification/Compensation Supervisor
Lidia Santiesteban Classification/Compensation Director
Sarah Welch Personnel Director

SOURCE OF REQUEST

This position was reviewed as a result of a departmental request. The subject position is located within the Watersheds and Environmental Services division of the Water Department. This Division is responsible for the collection, analysis, management and communication of natural resources data and information for the Cedar River Watershed.

SCOPE OF REVIEW

This review consist of an analysis of the Position Description Questionnaire dated November 29, 1995; comparative review of class specifications within the series of Systems Analyst; discussions with management in Water and Personnel Departments; position data from Personnel Records; and charts showing the organizational structure of the assigned work unit.

POSITION HISTORY

A complete history of this position is available in Personnel Records.

POSITION SUMMARY

According to management the subject position acts as the main contact with central Information Systems division, and is essentially responsibility for managing the Geographic Information System. This work involves conducting technical analyses typical of the profession, but also performing systems administration of software and hardware. The position is also responsible for the allocation of personal computer equipment throughout the office and for resolving problems that may occur on the network, either through directly resolving the problem or through coordinating with Information Systems.

BACKGROUND

It is departmental management's belief the that subject position is not correctly classified. According to management the subject position has supervisory responsibilities, that were not taken into consideration during a previous review. This position currently supervise three temporary employees, a Management Systems Analyst, Watershed Resource Technician and a Cultural Resources Intern.

ANALYSIS

Based on the above descriptions, class specifications in the Systems Analyst series were selected for comparison. The work of this series is characterized in this manner.

The Systems Analyst class series is defined as performing system design, development, implementation and maintenance activities related to data processing systems; and as providing technical advice and support to users in the proper use of hardware/software. This series consist of three levels and they are re distinguished from one another by their respective degrees of work difficulty and responsibility.

Work allocated to positions at the *journey level* (Systems Analyst) is characterized as diagnosing and resolving system problems within a specialty area, such as systems software, geographical information systems, networking operating systems or database. Employees allocated to this level are expected, using techniques and methods of the specialty, to independently determine the most appropriate methods and procedured for carrying out assignments. Projects and work assignments are monitored and reviewed to ensure work progress and use of proper procedures.

Whereas, positions allocated to the *senior level* handle the more complex and/or technically difficult problems within a specialty area; diagnose system failures to isolate the source of problem between equipment, system software and application programs; analyze the impact of requested services through a variety of methods appropriate to the specialty, considering factors such as compatibility, conversion, implementation of cost, or the impact on existing systems, and equipment; document alternatives and recommendations, and serve over subordinate staff.

Positions at the principal level manage major departmental or City-wide data processing projects or serve as a technical expert in an area of specialization.

COMPARISON

According to the PDQ the primary duties of the position are:

- 30% Conduct GIS analyses using the *techniques and* methods of the specialty to independently determine the most appropriate methods and procedures for requested applications.

- 20% Administer the Geographic Information Systems of Seattle Water's Cedar Falls Office, including implementing database design; establishing procedures for operating the system; maintaining quality assurance and

quality control standards; scheduling and coordinating periodic backups of the system and maintaining inventory supplies for the GIS system.

- 15% Diagnose and resolve systems hardware, software and network problems; and provide technical advise to users.
- 15% Supervise three temporary employees positions.
- 10% Participate as team member on projects related to the management of the Cedar River and South Fork Tolt River Watersheds.

I found through my analysis that the scope and range of duties and responsibilities currently assigned to the subject position most closely resemble those allocated to positions classified within the Systems Analyst class series. Therefore, having determined that System Analyst is the appropriate class series, what remains to be determined is the appropriate classification level.

Departmental management maintains that the subject position is responsible for conducting technical analyses typical of the profession, performing systems administration of software and hardware; allocating personal computer equipment throughout the office; troubleshooting problems that occur on the network, including resolving the problem or coordinating with central Information Systems.

The scope and range of these duties and responsibilities clearly indicate work typically assigned to position at the *journey level* of the Systems Analyst class series. Positions allocated to the journey this level are expected, using techniques and methods of the specialty, to independently determine the most appropriate methods and procedures for carrying out assignments; to diagnose and resolve system problems and to implement changes in network hardware and software, and/or application systems; to provide technical advise to users; and to prepare system design and technical documents.

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 position indicated that it is relied upon to design and implement systems within a specialty area (*geographical information systems*), and to diagnose and resolve systems software, hardware and networking problems. These duties and responsibilities are generally assigned to positions at the journey level with the Systems Analyst class series.

According to Departmental management the subject position is responsible for providing supervision to three temporary employees. When employees *temporarily* perform duties of a higher-paid position, they are generally paid out-of-class (*i.e., peak workload periods, special projects, position vacancy*), and compensated as in a promotion while performing those duties. The employee, however, assigned to perform the duties of a higher-paid position on an out-of-class basis must meet the minimum qualification of the higher classification, and be able to demonstrate that he or she can perform the normal duties of the position.

RECOMMENDATION

Therefore, based on the above review, I recommend that the subject position remain in its current classification. I also recommend that the title of Data Processing Systems Analyst, which became obsolete in the Classification Project of January 2, 1991, be amended to the new title of Systems Analyst.

Note: This change represents a change in title only.

RESOLUTION 26813 CHARTING

CLASSIFICATION DETERMINATIONS:	Report No. 96-685
DEPARTMENT/OFFICE:	Water
CURRENT TITLE:	Data Processing Systems Analyst
CURRENT SALARY:	\$19.68-20.52-21.31-22.13-22.99
PROPOSED TITLE:	Systems Analyst
PROPOSED SALARY:	\$19.68-20.52-21.31-22.13-22.99
WHY INEQUITY MAY HAVE OCCURRED:	None has occurred
WRITTEN JUSTIFICATION/ COST EFFECTIVE/EFFICIENCY:	N/A
ORGANIZATIONAL EFFECTS	None
EFFECTS ON OTHER POSITIONS:	None
POSSIBLE TASK REDUCTIONS:	None
BETTER REVIEW AT BUDGET?	N/A
SPECIFIC INDIVIDUAL REWARDS?	N/A
ADDITIONAL COMMENTS:	The above change represents a title change only.

Classification Determination

Date: March 1, 1996

Report No. 95-643

Position Identification

Department: Water
 Classification Title: Meter Reader
 Ordinance Title: Meter Reader
 Position Number: 022655
 Bargaining Unit: 004 1995 rates Current Salary: \$11.62 - 13.71

RECOMMENDED ACTION

Classification Title: Meter Reader, Senior
 Ordinance Title: Meter Reader, Senior
 Legislation Required: Yes
 Bargaining Unit: 004 1996 rates Recommended Salary: \$14.11-16.52
 Remarks: See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:
 Current Standing: Meter Reader
 Recommended Standing: Meter Reader, 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: Per article 9, Section 6c of Local 17 Bargaining Agreement

Recommended by:	<u>Gail Thompson</u> <i>GT</i>	Classification/Compensation Analyst
Approved by:	<u>Steve Aspiras</u> <i>SA</i>	Classification/Compensation Supervisor
	<u>Lidia Santiesteban</u> <i>LS</i>	Classification/Compensation Director
	<u>Sarah Welch</u> <i>SW</i>	Personnel Director

SOURCE OF REQUEST

This position is being reviewed as a result of a departmental request. The subject position is located in the Utility Billing section of the Accounts Services Division.

BACKGROUND

Divisional management has asked that this position be reviewed for appropriate classification. According to departmental management the subject position was transferred to the Audit Unit, within the Accounts Services Division of the Water Department. The subject position is responsible for providing direct response to the Utility Billing Audit Unit. It is management's opinion that the new duties are reflective of the Water Service Inspector class series. Management is therefore, requesting that the subject position be reclassified to the title of Water Service Inspector.

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, 1995;
- ❖ Comparative reviews of class specification in the Meter Reader and Water Service Inspector class series;
- ❖ Charts showing the affected organizational structure;
- ❖ Position data from Personnel Records.

ANALYSIS

The PDQ submitted for review at the time of the filing 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 investigating and resolving questions regarding unread meters and questionable water and/or wastewater usage figures; including reading meters that have chronic reading problems, initiating changes to ensure future readings, and determining reasons for unusual usage registration.

Primary duties include:

- ❖ Respond to referrals from the Audit Unit for investigation of field conditions when water/wastewater usage has changed with no obvious reason, or for reading meters that have chronic reading problems.

- ❖ Report to the Audit sections findings of vacant premises, number of people living at a single family residence, number of residential units, size and of business, and the possibility of other meters serving property for commercial accounts;
- ❖ Report problems with meters to Meter Shop for repair; coordinate repairs with the appropriate work units; and follow-up to see that recommendations have been pursued.

COMPARISON

In reviewing and comparing class specification within the Water Inspector Service and the Meter Reader series, I found the work of these series to be characterized in this manner:

Water Service Inspector: Inspect water services for compliance with applicable codes and ordinances, investigates complaints and water services problems, including inspecting new service installations, modifications and renewals or repairs from the end of the City service line to the building to ensure conformance to applicable codes and ordinances; informing contractors, builders, plumbers and others of tap and pipe size and depth of service lines; investigating customer complaints regarding high bills, leaks, noisy water meters, low pressure and other water service problems; determining cause and recommending corrective action.

Meter Reader: Locate, read and record readings of electricity or water and sewer utility meters for residential and commercial customers including checking and reporting vacant premises, and unsafe or improper conditions in and about meter boxes; reporting defective meters; noting meters which cannot be read; receiving and reporting customer complaints.

CONCLUSION

Based on the above analysis, I found that the overall scope of responsibility and the complexity of the work assigned to the subject position (investigating field conditions when water/wastewater usage has changed for no obvious reason, reading meters that have been chronic problems) is quite dissimilar, from that assigned to the Water Service Inspector class (inspects water services for compliance with applicable codes and ordinances and investigates complaints and water services problems). Having determined that the Meter Reader class is the closest family of titles relevant to the subject position, what remains to be determined is which level best represent the subject position.

There are three levels with the Water Meter series, and they are distinguished from one another by the overall scope of responsibility, the complexity of the work, and lead or supervisory duties. The work of the series is characterized in this manner:

Meter Reader: locate, read and record readings of electricity or water and sewer utility meters for residential and commercial customers on assigned routes. Duties include: checking and reporting unsafe or improper conditions in and about meter boxes; reporting defective meters; noting meters which cannot be read; checking for and reporting vacant premises; and receiving and reporting customer complaints.

Senior Meter Reader: conduct field investigations and make special readings. Duties include: reading meters which other Meter Readers have been unable to read, resolving meter access problems, verifying or correcting readings to resolve billing issues, and establishing responsibility for utility consumption.

Meter Reader Supervisor: plan and supervise the work of senior and base-level Meter Readers. Duties include: evaluating performance of and training subordinates on procedures and guidelines; scheduling and assigning routes; researching and resolving problems concerning meter readings; conducting field investigations; and preparing a variety of reports.

The subject position was reviewed with the specific objective of identifying the appropriate classification. Review of the duties and responsibilities assigned to the subject positions indicate that it is relied upon to investigate and resolve questions regarding unread meters and questionable water and/or wastewater usage figures. The duties and responsibilities assigned to the subject position are consistent with those assigned to Senior Meter Readers (conducting field investigations and make special readings).

RECOMMENDATION

It is therefore, my recommendation that Position #022655, be allocated to the title of Senior Meter Reader, and that this action becomes effective August 14, 1995, the date the PDQ was signed.

Classification Determination

Date: March 5, 1996

Report No. 95-640

Position Identification

Department: Water
 Classification Title: Capital Projects Coordinator, Senior
 Ordinance Title: Capital Projects Coordinator, Senior
 Position Number: 008735
 Bargaining Unit: 034 Current Salary: \$23.18 - 27.03 (Range: 37.5A)
 (1996 rates)

RECOMMENDED ACTION

Classification Title: Manager
 Ordinance Title: Manager IX
 Legislation Required: Yes
 Bargaining Unit: 030 Recommended Salary: \$26.04 - 30.19 (Range: 40.5A)
 (1996 rates)
 Remarks: See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:
 Current Standing: Capital Projects Coordinator, Senior
 Recommended Standing: Manager XI

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 *GT* Classification/Compensation Analyst
 Approved by: Steve Aspiras *SA* Classification/Compensation Supervisor
Lidia Santiesteban *LS* Classification/Compensation Director
Sarah Welch *SW* Personnel Director

SOURCE OF REQUEST

The subject position was reviewed as a result of a department request filed on June 21, 1995. The subject position is located within the Water System Services Division of the Water Department.

BACKGROUND

According to departmental management this position is part of the divisional management team. It is responsible for assuring maintenance and new construction is planned, scheduled and that field staff have sufficient information to perform work activities; for assuring a thorough review of all project plans affecting the workload of the division's field crews; and for assuring coordination of project scopes, schedules and resources with project managers, management of the Water Department and other agencies. The Department maintains that these duties and responsibilities cannot be assigned elsewhere within the Department. Therefore, the reclassification of this position is critical to meeting the Department's objectives of coordinating, planning and identifying opportunities for increased efficiencies, performance measurement, and maximizing efficient use of resource.

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 June 21, 1995;
- ❖ Comparative reviews of class specification Capital Project Coordinator, Supervisor, Workload Planning Scheduling Analyst, Supervisor, and Manager.
- ❖ Charts showing the affected organizational structure
- ❖ Position data from Personnel Records.

ANALYSIS

Statement of Duties

The purpose of this position is to manage and direct the work activities of the Operations Planning staff. Tasks include reviewing all project plans affecting the workload of the division's field crews; coordinating project scope, scheduling resources and requirements with project managers; providing analysis and recommendations to the Seattle Water Department's Director and other management for prioritizing work activities, seeking work efficiencies and assessing deviations from planned work.

A summary of the position's responsibilities is contained in the analysis below. See original PDQ dated June 21, 1995 for the complete duties list.

Comparison

Departmental management has requested that the subject position be reclassified from the class series of Capital Projects Coordinator to that of Manager. The duties and responsibilities assigned to the subject position appear to be a mixture of several functions, *i.e.*, *capital projects, workload planning and scheduling, and manager*. Therefore, class specifications within each area were chosen for review.

Capital Project Coordinator - These positions are responsible for coordinating the planning, design, and construction processes of capital improvement and other City funded/sponsored projects to ensure projects meet specifications and standards. This series consists of four level, assistant, journey, senior and supervisor. They are distinguished from one another by the size, scope and complexity of the projects. The supervisory level is responsible for planning and directing the work of subordinate staff.

Workload Planning & Scheduling - Positions in the class prepare, plan and schedule capital improvement and maintenance work order projects, and work forecasts for crews. The planning and scheduling of work is based on an analysis of needs, resources and performance data derived from work budgets, scheduling systems, charging systems, capital improvement plans and maintenance project plans. This series consists of three levels, assistant, journey and supervisor, and they are distinguished from one another by the complexity of assignment and/or supervisory duties.

Manager - Positions assigned to 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 applications; developing long range plans; overseeing budget preparation and capital expenditures.

According to departmental management, the subject position is responsible for promoting the effective utilization of Departmental resources through subordinate supervisors; establishing and communicating goals, priorities, work plans and work standards to personnel; working with departmental management, project managers and other departmental and City staff to agree and carry out established goals, objectives and work plans; developing and implementing strategies to achieve best use of field resources; developing and defending operations and planning budgets; determining priorities and allocation of budget resources; approving expenditures and monitoring budget to assure compliance with goals; and maintaining output measures reflecting work and accomplishments of the unit.

The preceding paragraph confirms 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 with the scope of accountability delegated.

CONCLUSION

Based on this analysis, the above-mentioned factors within the Manager class series are strongly reflected in the duties and responsibilities assigned to the subject position. The scope of and range of duties currently assigned to the subject position clearly indicate that it no longer performs Capital Projects Coordinator work, but rather highly complex, sensitive and technically difficult program work, thereby, confirming its relevance to the Manger title.

The customary method for determining the proper assignment level for allocating a position within the Manager class series is a technical formula based upon a differential of 10%, top-step to top-step, between the position and it's highest paid subordinate, which in this case is a Workload Planning and Scheduling Supervisor (Salary Range 37.0C). In reviewing the subject position by this method, the appropriate minimum allocation would be Manager VIII (Salary Range: 40.0A). Once the starting point is determined (Manager VIII-40.0A) five additional factors are applied (for an additional 2% each) to establish the appropriate level within the series.

Corroborative review of the Manager rating guide did not support the 2% increase for four of the five factors: factor one (*the number of subordinates supervisors reporting directly to it*); factor three (*unusual reporting relationship*); factor four (*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*); and factor five (*supervising shifts covering 24 hours*).

The subject position, however, was given credit for factor two (*the varied duties performed by the subordinate units*). Application of this factor resulted in an additional 2% for a total differential of 12%, between the top-step of the highest paid subordinate (Workload Planning and Scheduling Supervisor -Salary Range 37.0C) and the subject position.

RECOMMENDATION

Based on the above evaluation, I recommend that the subject position be allocated to the class series of Manager, with an ordinance title of Manger IX. This action should become effective, June 21, 1995, which is the date the PDQ was signed.

Note: Departmental management states that this incumbent has been paid out of class to compensate for the higher level duties. Please note that the out-of-class assignment has no bearing on the reclassification of this position.



CLASSIFICATION DETERMINATION REPORT

Date: October 25, 1996

Report No 96-848

POSITION IDENTIFICATION

Department: Water Department
Classification Title: Water Quality Analyst, Senior
Ordinance Title: Water Quality Analyst, Senior
Position Number: 012444
Bargaining Unit: 030
Current Salary: \$18.08 - \$21.12
(Salary Range 31.0A)

RECOMMENDED ACTION

Classification Title: Water Quality Analyst, Principal
Ordinance Title: Water Quality Analyst, Principal
Legislation Required: Yes
Recommended Salary: \$19.53 - \$22.76
(Salary Range 33.0A)
Rec. Bargaining Unit: 030
Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbent:
Current Standing: Water Quality Analyst, Senior
Recommended Standing: Water Quality Analyst, Principal
In recommended standing, incumbent status is:
Regular; Probationary; Temporary.
[x] 2.3.100; [] 2.3.200; [] 2.3.300.
Remarks:

Recommended:	Team 2	<i>[Signature]</i>	Classification Analyst(s)
Approved:	John Pearson	<i>[Signature]</i>	Classification Supervisor
	Lidia Santiesteban	<i>[Signature]</i>	Classification/Compensation Director
	Sarah Welch	<i>[Signature]</i>	Personnel Director

Position Identification and Source of Request:

This position was reviewed as a result of a request from Water Department management. Position No. 012444 is located in the Water Quality Laboratory which provides for the monitoring of drinking water quality in the City of Seattle's direct and wholesale service areas.

Position History:

See individual position record card included in the file for detailed historical data concerning the position.

Scope of Review

The current review of this position consisted of an analysis and evaluation of the subject position by a team of Classification Analysts (Gail Thompson, Trish Bourdeau and Barbara Martin) which consisted of the following:

- the most recent Position Description Questionnaire (PDQ) dated June 25, 1996
- comparisons to the class specifications for Water Quality Analyst and Senior Water Quality Analyst
- comparisons to similarly comparable positions
- review of the organizational structure affecting the subject position
- the position history card and position file

Background:

This position was reclassified from Senior Water Quality Analyst to Water Quality Chemist during 1980 in recognition of its technical expert role. As a result of the Classification Project, the Water Quality Chemist title was eliminated and the position subsequently allocated back to the Senior Water Quality Analyst classification. Water Department management, however, claims that this position is the Department's technical expert, a role which has steadily increased over the years as new regulations have been promulgated, and the Department's consulting services budget reduced.

Summary of Work

The essential duties of this position is to supervise the Chemistry Section and to provide technical expertise on water quality issues to other Department staff and consultants. Specific duties include:

- Day-to-day supervision of the Chemistry staff which includes planning and assigning work, training staff and conducting performance evaluations.
- Supervise the Chlorine Contract Time Regulatory Compliance Program; monitor quality assurance activities; develop new/revised analytical methods and laboratory manuals; maintain Chemistry Lab certification with the Department of Health and Chemistry Lab accreditation with the Department of Ecology.
- Provide technical consultation and advice to the Water Quality Division on issues regarding corrosion control, distribution system chemistry, water chemistry impacts of new source development, water treatment process modifications and compliance with water chemistry regulations, and pilot testing of various treatment processes.
- Conduct the most difficult analyses in the Chemistry Section including instrumental and wet analysis of inorganics, physical and organic constituents.
- Perform mechanical maintenance and repair of laboratory and field equipment; and calibrate instruments (i.e., turbidimeters and spectrophotometers).
- Track outside laboratory charges, purchase equipment and supplies, respond to customer complaints, perform data management and ensure proper sample collection and routing.

Analysis:

A review of the Position Description Questionnaire (PDQ), dated August 5, 1996, was conducted by the Classification Review Team. Subsequently, a comparison of the position's duties to the class specifications for Water Quality Analyst and Senior Water Quality Analyst resulted in the following conclusions:

Positions classified as **Water Quality Analyst** are primarily responsible for ensuring water quality by conducting tests of water samples from various sources and evaluating results to ensure water quality.

Positions classified as **Senior Water Quality Analyst** are primarily responsible for leading laboratory activities which involve testing water samples to ensure water quality, evaluating results and conducting special water quality studies and other analyses.

This position is responsible for supervising the Chemistry Section of the Water Quality Laboratory; providing quality assurance oversight of all laboratory activities; and serving as technical expert to the Seattle Water Department on various capital improvement program projects and water quality issues.

The result of this review, therefore, concludes that the work being performed by the subject position is not reflected in either the Water Quality Analyst or Senior Water Quality Analyst class specifications.

Recommendation:

Based upon the subject position's duties and responsibilities, we offer the following recommendations:

1. Create a Principal Water Quality Analyst classification that reflects work performed at a higher level to include responsibility for complex and difficult projects (i.e., capital improvement program projects); leading or supervising staff; and identifies positions so classified as the Department's technical expert
2. Assign a salary range of 33.0A to the Principal Water Quality Analyst classification
3. Allocate Position No. 012144 from Water Quality Analyst, Senior to Principal Water Quality Analyst, effective 1/3/91 which is consistent with the date Department management claims the full range of duties and responsibilities were being performed by the subject position.



CLASSIFICATION DETERMINATION REPORT

Date: _____ Report No. 96-829

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: Yes Recommended Salary: \$ (See Exhibit A)

Recommended Bargaining Unit: 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.
	[x] 2.3.100;	[X] 2.3.200;
	[] 2.3.300.	

Remarks:

Recommended: Team 2 JHB/KM Classification Analyst(s)

Approved: John Pearson JP Classification Supervisor

Lidia Santiesteban LS Classification/Compensation Director

Sarah Welch SW Personnel Director

CLASSIFICATION DETERMINATION

EXHIBIT A

REPORT NO.: 96-829

RECOMMENDED SALARY: 16.45-17.09-17.75-18.44-19.15
(Salary Range 28.5A)

RECOMMENDED ORDINANCE TITLE: Counselor

RECOMMENDED ORDINANCE TITLE: Counselor

EFFECTIVE DATE: October 1, 1995 through December 21, 1996

Incumbent: Department: Housing and Human Services
Position No.: 025271 Current Salary: \$16.45-19.15 (Salary Range 28.5A)
Current Classification Title: N/A
Current Ordinance Title: N/A
Current Status: N/A Recommended Status: Counselor
Remarks:

Incumbent: Department: Housing and Human Services
Position No.: 025272 Current Salary: \$16.45-19.15 (Salary Range 28.5A)
Current Classification Title: N/A
Current Ordinance Title: N/A
Current Status: N/A Recommended Status: Counselor
Remarks:

Incumbent: Department: Housing and Human Services
Position No.: 025273 Current Salary: \$16.45-19.15 (Salary Range 28.5A)
Current Classification Title: N/A
Current Ordinance Title: N/A
Current Status: N/A Recommended Status: Counselor
Remarks:

Incumbent: Department: Housing and Human Services
Position No.: 025274 Current Salary: \$16.45-19.15 (Salary Range 28.5A)
Current Classification Title: N/A
Current Ordinance Title: N/A
Current Status: N/A Recommended Status: Counselor
Remarks:

Incumbent:	Department:	Housing and Human Services
Position No.: 025275	Current Salary:	\$16.45-19.15 (Salary Range 28.5A)
Current Classification Title:	N/A	
Current Ordinance Title:	N/A	
Current Status: N/A	Recommended Status:	Counselor
Remarks:		

Incumbent:	Department:	Housing and Human Services
Position No.: 025276	Current Salary:	\$16.45-19.15 (Salary Range 28.5A)
Current Classification Title:	N/A	
Current Ordinance Title:	N/A	
Current Status: N/A	Recommended Status:	Counselor
Remarks:		

Incumbent:	Department:	Housing and Human Services
Position No.: 025277	Current Salary:	\$16.45-19.15 (Salary Range 28.5A)
Current Classification Title:	N/A	
Current Ordinance Title:	N/A	
Current Status: N/A	Recommended Status:	Counselor

Incumbent: Vacant	Department:	Housing and Human Services
Position No.: 025278	Current Salary:	\$16.45-19.15 (Salary Range 28.5A)
Current Classification Title:	N/A	
Current Ordinance Title:	N/A	
Current Status: N/A	Recommended Status:	Counselor

Incumbent:	Department:	Housing and Human Services
Position No.: 025279	Current Salary:	\$16.45-19.15 (Salary Range 28.5A)
Current Classification Title:	N/A	
Current Ordinance Title:	N/A	
Current Status: N/A	Recommended Status:	Counselor
Remarks:		

Position Identification and Source of Request:

These positions were reviewed as a result of a Departmental request from the Department of Housing and Human Services. The subject positions are located in the Division on Aging. This Unit is responsible for providing long term care services to at risk elderly persons who wish to remain in their home, but require a case manager to develop and implement a service plan to accomplish this activity.

Position History:

See individual position record cards included in the file for detailed historical data concerning these positions.

Scope of Review:

This review consisted of an analysis and evaluation of the subject positions by a team of Classification analysts (Gail Thompson, Barbara Martin and Trish Bourdeau) which consisted of the following:

- ◆ the Position Description Questionnaire (PDQ) dated December 8, 1995;
- ◆ comparisons of class specifications in the Counselor class;
- ◆ comparison to similar positions;
- ◆ review of the organization unit affecting the subject positions;
- ◆ and related classification files.

Background:

According to departmental management, these positions are being created because of actions taken by the 1995 State Legislature. The Division on Aging will assume an expanded role in the ongoing case management of in-home community based long term care for the elderly and younger disabled adults in King County.

Summary of Work

These positions are essentially responsible for completing a comprehensive client assessment which includes, developing and implementing individualized plans of care; monitoring and reassessing the client's care; and advocating for and terminating care when appropriate.

NOTE: *For a more complete listing of the subject positions' responsibilities, see the Position Description Questionnaire (PDQ), dated and submitted for purposes of this review.*

ANALYSIS:

Based on the above description, the class specification of Counselor was selected for the review. The work of this class is characterized in this manner:

Counselor - assesses the medical, economic, environmental and psycho-social condition of assigned clients in targeted groups such as the elderly and veterans. Develops, manages, monitors and coordinates service plans and their budgets according to federal and state standards. Provides counseling, crisis intervention and referrals to appropriate community services to improve the client's condition.

CONCLUSION:

We found through our analysis that the Counselor class is the most appropriate class for these positions.

RECOMMENDATION:

Therefore, we recommend that these positions be allocated to the title of Counselor. This action should become effective October 16, 1995.

City of Seattle Personnel Department

Norman B. Rice, Mayor Sarah Welch, Personnel Director



December 10, 1996

TO: Ken Nakatsu, Director
Administrative Services

FROM: *Sarah Welch*
Sarah Welch
Personnel Director

SUBJECT: 1997 BUDGET RECONSIDERATION DETERMINATIONS

In accordance with budget classification appeals procedures, the Budget Reconsideration Board has re-examined the 1997 Budget requests for your department. These reviews consist of evaluation of the City Budget Requests (Form 5's) initially submitted, as well as supplementary position information presented in support of these requests at the Budget Reconsideration Hearings held on November 15, 1996. Standard classification analysis methods currently utilized by City Personnel were used. The following are the results of the Budget Reconsideration Board's review:

<u>Req. #</u>	<u>Pos. No.</u>	<u>Requested Title</u>	<u>Recomm. Title</u>	<u>Final Determination</u>
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Facilities Division:

063	025335	Manager VIII	Manager I	Manager I
064	025336	Admin. Asst.	Admin. Spec. II	Admin. Staff Asst.
070	025459	Vis. Info. Tech.	Graphics Aide	Print. Equip. Oper.
091	025460	Vis. Info. Tech.	Graphics Aide	Print. Equip. Oper.

Accounting Services Division:

061	025334	Manager VIII	Manager I	Manager VIII
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Enterprise Technology Division:

066	025338	Prin. Syst. Analyst	Sr. Syst. Analyst	Prin. Syst. Analyst
094	025506	Prin. Syst. Analyst	Sr. Syst. Analyst	Prin. Syst. Analyst

PAN Division:

065	025337	Video Services Manager (exempt) referred to MCRC		
069	016932	Video Prod. Spec.	Admin. Spec. I	Video Prod. Spec.
075	025456	Volun. Prog. Coord.	Volun. Prog. Coord.	Volun. Prog. Coord.
076	025457	Video Spec., Prin.	Video Spec., Sr.	Video Spec., Prin.

Ken Nakatsu, Director
December 10, 1996
Page 2

Based upon our evaluation of the duties performed by the above positions, as described in the Form 5 Budget Requests initially submitted by the Department (which did not adequately indicate the scope of responsibility and degree of complexity involved), the preliminary budget determination allocated the positions to the Recommended Title category. Subsequently, based upon reviews and evaluations of revised PDQ's, and supplemental information provided during the Budget Reconsideration Hearings, the Reconsideration Board has determined that classification of these positions to the Final Determination category is appropriate.

Having reviewed both the procedures and findings of the Budget Reconsideration Board, I hereby sustain the Board's determinations regarding the above positions.

SW:bm

cc: Vic Pineda, DAS
Norma Miller, Facilities Division Director
Carol Metcalf, Accounting Services Director
Victoria Galinato, Accounting Manager
Gary Quarfoth, Enterprise Technology Director
Rona Zevin, PAN Director
Lidia Santiesteban, Classification/Compensation Director
James Woo, Class/Comp
John Pearson, Class/Comp
Team 2, Class/Comp ✓

BEFORE THE CLASSIFICATION PROJECT APPEALS EXAMINER

In Re the Appeal
of
Lawrence M. Peterson
[incumbent] Appellant
Position No. 022730

CASE NO. 042996C
OPENING DATE: August 23, 996

ANALYSIS, CONCLUSION
AND RECOMMENDATION

This case file was received by the Office of the Appeals Examiner on April 29, 1996. It was opened for review on August 23, 1996, having been previously reviewed by the Classification and Compensation Unit with the resultant Final Administrative Review determination that the position should remain classified as a Management Systems Analyst. The Appellant requests reclassification to Senior Systems Analyst. Management supports this appeal. Because the Final Administrative Review determination of the Classification and Compensation Unit does not concur with the classification requested by the Appellant, the appeal has been automatically forwarded to the Office of the Appeals Examiner for review in accordance with the established Protocol and Procedures.

I. SUMMARY:

Lawrence M. Peterson, the Appellant in this case, is currently employed as a Management Systems Analyst in the Electrical Workload Planning Section, which serves the North and Service Centers of Seattle City Light. The Appellant's position was originally created to assist the previous Transmission and Distribution Division units to automate manual functions and develop automated systems. Subsequent to the creation of the position, a reorganization occurred. This resulted in the creation of the Automated Management and Productivity System [AMPS] which is a multi-divisional system that interfaces with local area networks and mainframe systems. The Appellant contends that, since its creation, there has been an accretion of duties and responsibilities to this position which exceed the duties and responsibilities of the Management Systems Analyst class. Therefore, the Appellant requests reclassification to the Senior Systems Analyst level. Management posits that the work of this position cannot be assigned to any other position in the department unless the required duties and responsibilities are reclassified to the Senior Systems Analyst level.

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 proposed for allocation with an effective date of January 2, 1991, this appeal meets the established criteria for review by the Appeals Examiner.

III. ANALYSIS:

There are three essential issues which require resolution in this case. The first requires an understanding of the differences between the Management Systems Analyst series and the Systems Analyst series, so that a determination may be made as to which is the most appropriate for the duties and responsibilities of this position. While both series function at the same pay rates, advancement through each series involves different sets of duties and responsibilities. Therefore, this element is of fundamental importance to this case. The second issue is, accepting the proper determination of series, at which level within the series should the Appellant's required work fall. The third and final element is one of time, as it impacts the retroactivity of any changes to the classification of the subject position.

Because of the length of time it has taken for all positions in the Project to be initially proposed for allocation, the Appellant and his department did not receive notice of the proposed allocation of this position until sometime in December of 1994. The first Classification Project appeal was filed on January 30, 1995, and it contained a 1/17/95 PDQ. This PDQ is the earliest description of the position's duties and responsibilities in the Case File Record. Thus, the Classification and Compensation Unit based its proposed 1/2/91 allocation on this PDQ. Since there is no prior PDQ in the file, the information contained in the 1/17/96 PDQ will also be used in this review, along with the Appellant's statement regarding his duties, as appended to his 12/20/95 Appeal Form. This description of work precedes the PDQ and provides some additional history of the organizational changes and how they impacted the duties and responsibilities of the subject position over the course of time.

Returning to the question of which series, Management Systems Analyst or Systems Analyst, most appropriately encompasses the duties, the specifications themselves provide considerable guidance. As has been previously established in a wide range of Classification Appeals that have dealt with this issue, the Management Systems Analyst series is primarily involved in the analysis and evaluation of operating procedures. The use of the word "systems" in the MSA specification refers to operating procedures or "systems." Thus, the MSA's analytic work is oriented toward the methodology utilized in the performance of the work of a group or organization. This work on operational systems does not have to include any direct work on automated systems at all. It may, however, involve the application of analytic methods to a variety of organizational and operational systems or problems.

The Class Summary section of the MSA specification states:

Positions in this class provide 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.

This theme is further explained in the Distinguishing Characteristics section which states, in part:

Positions in this class, under general supervision, analyze and evaluate the effectiveness of operating procedures; and devise the most efficient methods of accomplishing work in areas such as planning, policy development, work methods or procedures, manpower utilization, organizational structure, distribution of assignments, delegation of authority, information management or similar areas with the objective of improving managerial effectiveness. The work requires knowledge of the practices, theories, techniques and methodology of management; or organizational structure, functions, procedures; and of the basic trends and current developments in management theory.

The Minimum Qualifications section of the MSA specification further support this view:

Requires two years in systems, operational, procedures, research or analysis and a Bachelor's degree in business or public administration, finance, computer science or a related field.

Thus, a position may serve as a Management Systems Analyst and not be required to work with any of the technical aspects of automated functions, or even with the automated functions as part of the organizational structure, other than to analyze their effectiveness as an efficiency tool when necessary.

The Senior level in the MSA series continues this focus, essentially expanding the scope and complexity of the assigned projects, and adding lead or project management responsibilities to the class. The parameters of the types of projects, however, remain relatively the same as those of the journey-level MSA, meaning that a position may serve at the Senior level without being required to work directly on any the technical or programming aspects of automated functions. While the Senior [as with the journey-level] MSA may be working with the development of computer design specifications, that development is from an operational perspective. There is no requirement that either of the two levels have any knowledge of computer programming or related languages.

The Systems Analyst series, as compared to the MSA series, is a technical series. Positions in this series deal directly with data processing systems, and the use of the word "systems" in this context is specific to the technical and programming aspects of automated systems. Organizational structure and operational efficiency are not the focus of positions in this series. Rather, the series serves as the technical arm of an organization's structure.

This interpretation is supported by the Class Summary in the Systems Analyst specification, which states:

Positions in this 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.

The Distinguishing Characteristics section of the SA specification further supports this view, stating in part:

Positions in this class, under general supervision, diagnose and solve system problems within a speciality area, such as systems software, geographical information systems, networking, operating systems or Database (i.e. Dbase, Oracle, Informix or DB-2). The work requires knowledge of systems design and development practices, concepts and methods appropriate to the specialty or technical knowledge of systems software.

The Minimum Qualifications for the SA class also clearly establish this series as a technical one:

Requires an Associate degree in Computer Science or related field of study and two years of experience in systems software, systems analysis, design programming or network implementation....

The Senior level of the Systems Analyst series continues to stress the technical expertise required to perform assigned tasks and differs from the journey-level in that the Senior level performs work of greater complexity and may perform lead work on a given project. As written, the element of lead work is one of the primary differentiating factors between the journey-level and the Senior level of this series.

The Class Summary section of the Senior SA specification states:

Positions in this class plan, develop coordinate and analyze data processing systems to determine feasibility and practicality of requested service, diagnose system failures to isolate source of problem between equipment, system software and application programs; and may coordinate and/or serve as lead to subordinate staff.

The Distinguishing Characteristics section expands on these duties, providing greater detail and stating, in part:

Positions in this class, under general supervision, analyze the impact of requested services through a variety of methods appropriate to the specialty, considering factors such as compatibility, conversion, implementation of cost, or impact on existing systems and equipment; and document alternatives and recommendations. The work requires considerable knowledge of system design and development practices, concepts and methods appropriate to a specialty.... The ability to relate aspects and/or parts of a project to the overall circumstances and needs of the organization is also required.

Finally, the Minimum Qualifications, at the Senior SA level are listed as follows:

Require an Associate degree in Computer Science or Computer Technology or a closely related field, and three years of progressively responsible experience in systems software, analysis, design, programming or network implementation.

Thus, the specifications themselves establish clear differences between the series and the levels within the series. Whereas the Management Systems Analyst series is clearly intended to have an operational and organizational focus, the Systems Analyst series is clearly intended to have a technical automation focus. Neither class may lead or perform project management at the journey-level. Thus the assignment of this task, as a standard part of a position's duties, exceeds the parameters of the journey-level class in either series.

Responding to Question No. 13 on the 1/17/95 PDQ, which asks for a summary of work, the Appellant states:

Plan, manage and lead in the analysis, design, development, implementation, maintenance and administration of major, multi-divisional, data processing systems/projects and supporting infrastructure. Define, analyze, and make recommendations of operational and administrative requests for informational services. Determine feasibilities and practicalities, including work flow, policies, and procedures. Develop and monitor short and long range automation plans and implement approved projects and solutions using complex computerized systems, information technologies, and various hardware/software products. Provide consultation, technical support and advise, and trouble-shooting assistance to management, staff, and field workers. Represent divisional management on department level data processing and budget committees and make recommendations to senior management regarding resolution of complex, utility-wide management and technology issues. [All emphases added.]

This statement makes clear that the focus of the subject position is clearly a technical one that specifically involves automated systems. Additionally, it shows this position as having a lead role, and performing the more complex technical functions that involve the use of multiple systems, technologies and languages. Thus, the position is clearly more appropriately classified in the Systems Analyst series, and the level of complexity, taken together with the lead work, identify the duties and responsibilities of this position as falling into the Senior level.

This view is further supported by the breakdown of duties provided in response to Question No. 14, and summarized below:

- A. 25% Plan, develop, coordinate, analyze, and maintain integrated, multi-divisional automated tracking, reporting, and information systems including AMPS (Automated Management and Productivity System, supporting more than 300 department-wide users) and other major, technically complex systems.
- B. 20% Perform as the Division Data Processing Coordinator. Develop, justify, and submit the division's biannual Data Processing Budget and information technology plan.
- C. 15% Define and analyze management and operational information needs and requirements for the division. Chair major systems planning and development committees/meetings involving managers and users from multiple divisions.
- D. 10% Detect, diagnose, and lead in correcting operational system failures by isolating and identifying the source of problems in varying brands of hardware, system software, application programs, and databases supported.
- G. 10% Perform Local Area Network System Administrator duties as an alternative/backup for more than 250 users, including associated hardware and software in both local and remote locations
- H. 5% Train management, staff, and field workers to operate, interpret, and apply various hardware and software to their work environment.
Train and assist users in gaining access to and utilizing system data and outputs.

Management agrees with the Appellant's description of the higher level duties and responsibilities performed by this position. Responding to Question No. 26 on the same PDQ, management states that this "position is the primary technical lead for data processing related and complex technological activities with the Electric Services Divisions. This position is expected to develop and monitor short and long range automation plans, prepare and monitor DP budgets, and has lead responsibilities over major DP systems and projects.

Responding to Question No. 28, which asks for the minimum qualifications that would be considered necessary to perform the functions of the position, management asks for a Baccalaureate degree in business or public administration, engineering, computer science or a related field, and four years of experience in systems analysis, application development, database design, and project management. These requested minimum qualifications far exceed those which may be required at the journey level of the MSA or SA classes. 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.

Taking the factors of lead work, project coordination, complexity, which involves the use of multiple programs and systems and network administration of a major multi-divisional data base system, along with the specific tasks and the desired minimum qualifications, it is clear that, as presented on the 1/17/95 PDQ, the duties and responsibilities of this position are most appropriately classified in the Systems Analyst series, at the Senior level. In denying this appeal, the Classification and Compensation Unit states, the following in its First Review:

Review of the Position Description Questionnaire (PDQ) provided for review indicates that this position is relied upon to plan, develop, coordinate, analyze and maintain automated tracking, reporting and informational systems; develop, justify and submit the division's bi-annual data processing budget; define and analyze management and operational needs and requirements for the division; detect, diagnose, and lead in correction operational system failures.

Thus, Class/Comp correctly quotes some of the duties of this position, including its technically complex areas of expertise, and its coordination and lead responsibilities, and still comes to the conclusion that the journey-level MSA class is the most appropriate. The reason for this conclusion is stated as follows:

This position, however, is not within the Systems Analyst class series as it does not perform the full range of system design, development and maintenance activities related to data processing, nor does it provide technical advice and support to users in the proper use of systems hardware and software.

It is clear from the duties quoted in this review, and as fully rendered in the 1/17/95 PDQ and in the Appellant's addendum to his Classification Appeals Form, that this is simply not the case. The duties and responsibilities of the subject position clearly are of a complex technical nature, involving the full range of duties related to data processing, inclusive of serving as the lead technical data processing position with full responsibility for coordinating and managing the ongoing operation, enhancement and maintenance of AMPS and related systems. These duties are technically complex Systems Analyst duties which clearly exceed the journey-level.

The final issue in this case requires resolving the question of when in time the duties and responsibilities of this position can be reasonably assessed to have increased to the point at which a reclassification would be necessary. There are two sources of information that deal directly with this question. The Appellant's addendum to his Appeal Form provides some history:

...the Automated Management and Productivity System (AMPS) started in 1988 as a custom developed, stand-alone application for tracing working orders. In 1990 system enhancements were initiated to provide automated information sharing and exchanges, including access by different user groups, through complex design interfaces using relational data modeling, on-line access methodologies, and computer networking. AMPS has evolved into a complex, multi-user, relational database system having Departmental impact. It is deployed on two Local Area Network servers at remote locations and accessed by over 250 users though out [sic] the Department.

Writing in response to Question No. 32a., which asks whether the reclassification request is the result of a new or expanded program, management affirms:

... AMPS was "initially developed in 1985 to provide the tracking of electrical field world orders. Since then, AMPS has grown to encompass work order tracking, tracking of associated labor hours, job orders, and service orders, as well as several other functions that help management with field work.

This core system has also lead [sic] to the development of other systems including SLIM, MAVIS, URD, OHMS, and Tool Room. The project has also been expanded by enhancing the systems to allow multi-user access and data sharing, and installing and maintaining local area networks at the Service Centers.

Responding to Question No. 32b., on the 1/1795 PDQ, which asks what has changed, management states:

The original MSA position was created to assist the previous Transmission and Distribution Division units to computerize manual functions and develop automated systems. With the creation and expansion of AMPS... to a major multi-divisional system, the reorganization of the service centers, and the increasing demand for system interfaces with local area networks and mainframe systems, this position has developed over time to include more critical and complex responsibilities....

Management, as part of its response to the same question, also provides some further information as to the time-frame during which the accretion of duties took place stating that "On 1/2/91 the incumbent in this position was in a leave of absence status followed by the positions being vacant and then refilled on 7/7/93." Thus, without a PDQ written by the previous incumbent, or a PDQ written by management during any time from 1985 to 1993, it is impossible to determine the precise duties that were performed on 1/2/91. However, it is clear from the Appellant's full retrospective review of his duties and responsibilities, with respect to technical complexity, project coordination, and lead work; taken together with management's retrospective, that the duties of the position had fully evolved into those of a Senior Systems Analyst by the time he assumed the position on 7/7/93.

IV. CONCLUSION:

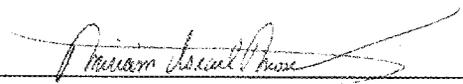
The subject position performs the full range of complex technical functions, inclusive of network systems administration, lead work, and project coordination on multi-divisional data processing systems. The scope of the work performed, its general duties and specific tasks, as well as the required and desired minimum qualifications and level of expertise necessary to perform the functions of this position, exceed the work described in the journey-level Management Systems Analyst and journey-level Systems Analyst specifications. It is clear that the duties and responsibilities of this position have a far greater technical orientation than operational orientation, making the Systems Analyst series most appropriate; and the range of work, technical complexity and lead responsibility required of the subject position, all mandate that, in accordance with the specifications, it be classified at the Senior level of the Systems Analyst series.

Since it is also clear, however, that there is no sound basis for the allocation of this position to either the journey-level or the Senior level of either series on 1/2/91, the retroactive date recommended is 7/7/93, when the position was required to perform the duties and responsibilities listed in the 1/17/95 PDQ utilized for this review.

V. 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, and the specifications established journey-level and Senior level of the Management Systems Analyst and Systems Analyst series, it is the recommendation of this office that the classification allocation Management Systems Analyst determination of the Classification and Compensation Unit be upheld in this case, from 1/2/91 to 7/6/93, and that the Director, by her signature reclassify this position to the level of Senior Systems Analyst with a retroactive effective date of July 7, 1993.

Submitted to the Director
September 20, 1996



Miriam Israel Moses
Classification Project Appeals Examiner

DIRECTOR UPHOLDS 9/27/96
Date
DIRECTOR REVERSES _____
Date



Sarah Welch
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.

BEFORE THE CLASSIFICATION PROJECT APPEALS EXAMINER

In Re the Appeal
of
Cheryl I. Alexander
[incumbent] Appellant
Position No. 015319

CASE NO. 042996A
OPENING DATE: August 25, 1996

ANALYSIS, CONCLUSION
AND RECOMMENDATION

This case file was received by the Office of the Appeals Examiner on April 29, 1996. It was opened for review on August 25, 1996, having been previously reviewed by the Classification and Compensation Unit with the resultant Final Administrative Review determination that the position should remain classified as a Warehouse Supervisor. The Appellant, in the course of this appeal, has requested reclassification to three titles. These are General Warehouse Supervisor, Material Manager II and Warehouse Manager. Management supports this appeal. Because the Final Administrative Review determination of the Classification and Compensation Unit does not concur with any of the classifications requested by the Appellant, the appeal has been forwarded to the Office of the Appeals Examiner for review under the established Protocol and Procedures.

I. SUMMARY:

The Appellant in this case, Cheryl Alexander, is employed as a General Warehouse Supervisor at the North Electrical Service Warehouse of the Department of City Light. The basis of the appeal rests with a perceived inequity between the titles of the North Warehouse Supervisor and its counterpart position at the South Warehouse. The South Warehouse supervisor is employed under the title of General Material Handling Supervisor at a salary range of 34.0A. The Appellant's current title is established at a salary range of 32.0A. The title held by the South Warehouse Supervisor is a single incumbent title for which no specifications have been written. Additionally, none of the titles requested by the Appellant have been adopted for use in the Project, and are therefore unavailable for allocation.

In its 1989 review of the two positions, Class/Comp Analysts found that they were not equivalent in their duties, responsibilities and span of control. Thus, they were given two different titles. Management has submitted argument into the record, clearly stating that despite the differences in the types of materials handled and the number of people supervised, the two positions are balanced in terms of their duties and responsibilities, because of the specific differences in the materials with which they work. Thus, management contends that the two positions should be equally classified.

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 proposed for allocation with an effective date of 1/2/91, this appeal meets the established criteria for review by the Appeals Examiner.

Section I(G) of the Protocol also defines issues which are not appealable as follows: "Class specification contents, titles, salaries . . . are not appealable issues." Therefore, if it is determined that this appeal is based on issues of title and/or specification content, the remedy sought may not be obtained through this review because the Appeals Examiner does not have the jurisdiction to establish titles or change specification contents.

III. ANALYSIS:

This appeal is based on issues of title, specification content, and salary. While the Appellant and her management may very well be correct in their assertion of an inequity between the title and salary of the North and South Service Center supervisors, this inequity cannot be remedied through the Classification Project. Because the titles requested by the Appellant were never adopted for use in the Project, they contain no specifications. As such, the Appeals Examiner has no basis for a review of the appropriateness of their use and/or adoption. Therefore, they are simply not available for the Appeals Examiner to utilize in recommending an alternative allocation. Further, the issue of a salary inequity between the two positions is also raised and, again, while this may have merit, issues of salary are also not appealable issues under the guidelines established for review by the Examiner.

Thus, none of the requested remedies may be obtained through the Classification Project appeals process. As such, to engage the process necessary for a new review of the salary, title and specification contents as they relate to the work of this position, and as a comparison to its counterpart position, the Appellant and her management need to submit a routine review request to the Classification and Compensation Unit. Outside of the parameters of the Classification Project, there is greater latitude to engage corrective action.

There is, however, one issue in this case that should be raised as a matter of the course of this appeal. It is the issue of time. This position was originally proposed for allocation in Phase III-C of the Classification Project. As such, it is likely that it would have been received by the Appeals Examiner by January of 1994, when most of the III-C allocations were forwarded for review. The Case File contains a Classification Project Appeal Form signed by the Appellant on 5/31/91 and date stamped received by Department Head MacDonald on the same date. It was signed by the Department Head on 6/7/91. According to Class/Comp, as noted in hard-copy E-Mails responding to requests for status from City Light, there were some "apparent mis-routings or misplacements."

Additional hard-copy E-Mail from Class/Comp Supervisor, Steve Aspiras, regarding the time delay over the review of this appeal states:

A historical review of the extenuating circumstances causing the non response was due to Analysts turn over, and the questioned downgrade and proposed abolishment of the GWS [General Warehouse Supervisor] title. Although allocated in phase 3-C of the Project, the action was never legislated due to the appeal and union concerns.

It should also be noted that the Final Administrative Review of this position lists it under Bargaining Code 030 which would indicate that it is not a represented position. As such, it is clear that there has been some confusion regarding the handling of this appeal, beyond the fact of its being based on non-appealable issues, which has caused its final resolution to linger long beyond the other positions proposed for allocation in the same phase.

Thus, while the Examiner does not have jurisdiction to award any of the requested remedies, it is recommended that the Director of Personnel entertain argument regarding the retroactive date of any classification and/or salary actions that may be taken with respect to this position when Class/Comp is presented with a request for a routine classification review. This office would respectfully recommend to the Director that retroactivity to 1/1/95, when Phase 3-C appeals were completed by the Examiner, be considered as appropriate.

IV. CONCLUSION:

This appeal is based on non-appealable issues of title, salary, specification contents. Additionally, it raises issues of equity in compensation, based on a comparison of duties with a counterpart position. None of these issues can be adjudicated by the Appeals Examiner under the guidelines established for review in the Classification Project. The concerns raised in this appeal must be addressed outside of the parameters of the Project where there is more latitude to review all of the concerns raised in this appeal, and where the requested remedies may be provided.

V. RECOMMENDATION OF THE APPEALS EXAMINER:

Therefore, based on the information contained in the Case File Record, the Protocol and Procedures established for the Classification Project appeals process, Personnel Rule 2.2.100, the information submitted with the appeal, and the specification established for Warehouse Supervisor, it is the recommendation of this office that the classification allocation determination of the Classification/Compensation Unit be upheld in this case, and that this position be classified as a Warehouse Supervisor, effective January 2, 1991.

Submitted to the Director
September 13, 1996

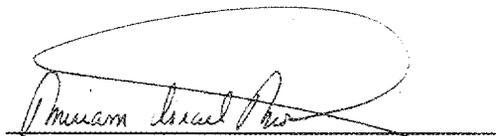
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SEP 13 1996

PERSONNEL DEPT.

DIRECTOR UPHOLDS 9/24/96
Date

DIRECTOR REVERSES _____
Date



Miriam Israel Moses

Classification Project Appeals Examiner



Sarah Welch
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.

BEFORE THE CLASSIFICATION PROJECT APPEALS EXAMINER

In Re the Appeal
of
Jennifer W. Bagby
[incumbent] Appellant
Position No. 022328

CASE NO. 081696A
OPENING DATE: August 25, 1996

ANALYSIS, CONCLUSION
AND RECOMMENDATION

This case file was received by the Office of the Appeals Examiner on August 16, 1996. It was opened for review on August 25, 1996, having been previously reviewed by the Classification/Compensation Unit with the resultant Final Administrative Review determination that the position should be classified as a Senior Economist. The Appellant requests reclassification to the Principal Economist level. Management strongly supports this appeal. Because the Final Administrative Review determination of the Classification and Compensation Unit does not concur with the classification requested by the Appellant, the appeal has been automatically forwarded to the Office of the Appeals Examiner for review, under the established Protocol and Procedures.

I. SUMMARY:

Jennifer Bagby, the Appellant in this case, is currently employed as an Engineering Economist by the Solid Waste Utility which, during the Project's effective period, has been located within the Department of Engineering. The Appellant occupies the only Economist position at the Solid Waste Utility and, as such, serves as the economic authority for the Utility. The subject position also supervises two Planning and Development Specialists I. The Appellant contends that the duties and responsibilities of this position are equivalent in nature, scope and complexity to those performed by the Principal Economists at the Water Dept and Seattle City Light. The Appellant posits that the work of her positions requires advanced knowledge with an academic background that requires a Master's Degree and even a Ph.D. in Economics, which the Appellant possesses. Additionally, from a technical perspective, the Appellant notes that the economic analysis and forecasting model which she utilizes at the Solid Waste Utility is highly similar to that which is used by the Principal Economist at Seattle City Light.

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 proposed for allocation with an effective date of January 2, 1991, this appeal meets the established criteria for review by the Appeals Examiner.

III. ANALYSIS:

The resolution of this classification appeal rests largely on the differences established in the specifications for the Senior Economist and Principal Economist levels. Guidance may be found within the specifications themselves. The Class Summary section of the Senior Economist specification states that this level:

Performs highly technical and advanced economic and financial research and analyses for a City department, involving the presentation of analyses, conclusions, and recommendations as well as defending work products to professional peers and groups. Performs associated responsibilities for financial management, contracting and budgeting.

The Class Summary section of the Principal Economist specification states that this class level:

Supervises Economists, Senior Economists, Finance Analysts and/or other professional staff performing economic and financial research and analyses, financial management, budgeting and rate setting for a City department and/or serves as the department's authority on economic and financial issues.

As written in the Class Summary sections, both the Senior and the Principal levels are performing their work for a City department. The criteria of an inherent organizational structure that would establish the Senior level as divisional and the Principal level as departmental is not present in either of the two specifications.

The language of the specification indicates that a position would qualify for the Principal level if it supervised staff other than Economists or Finance Analysts, as long as that staff was performing economic and financial research and analysis for a City department. The use of the toggle conjunctive "and/or" indicates that a position would not have to serve as a department's authority on economic and financial issues to attain the Principal level.

Thus, it would be appropriate to "read" the Principal level Class Summary as follows:

Supervises Economists, Senior Economists, Finance Analysts or other professional staff performing financial research and analyses, financial management, budgeting and rate setting for a City department or serves as the department's authority on economic and financial issues.

This interpretation is consistent with the Distinguishing Characteristics section of the Principal Economist specification which also uses the "and/or" toggle conjunction. As it states:

This class is distinguished from the Senior Economist class in that the Principal Economist performs work requiring greater technical expertise and analytic proficiency and/or has full supervisory authority over positions at the level of Economists, Senior Economists, and Finance Analysts and/or [emphasis added] serves as a department's highest level authority on economic and financial issues.

Utilizing the conjunctive toggle, and taking this section together with the Class Summary, [accepting the premise of advanced analytic and technical expertise, knowledge and responsibility] a position would qualify for the Principal level if it possessed and was required to utilize this higher level of proficiency and responsibility, irrespective whether it had any supervisory responsibility, or it served as a department's highest level authority on economic and financial issues. One element or the other would qualify the position.

Thus, this paragraph of the Distinguishing Characteristics section may be "read" as follows:

This class is distinguished from the Senior Economist class in that the Principal Economist performs work requiring greater technical expertise and analytic proficiency or has full supervisory authority over positions at the level of Economists, Senior Economists, and Finance Analysts or serves as a department's highest level authority on economic and financial issues.

This view is also consistent with the language of the Distinguishing Characteristics section of the Senior Economist specification which, using the same "and/or" toggle conjunction, states:

The Senior Economist differs from the Principle [sic] Economist in that the class performs work requiring less technical expertise and analytic proficiency and/or does not have full supervisory authority for Economists and/or Finance Analysts. . . positions in this class may supervise technical staff.

Again, this section of the Senior level specification may be read as follows:

The Senior Economist differs from the Principle [sic] Economist in that the class performs work requiring less technical expertise and analytic proficiency or does not have full supervisory authority for Economists and/or Finance Analysts. Similar to the Economist, positions in this class may supervise technical staff.

Thus, it is clear that all three levels in this series may supervise technical staff, and even the Principal level is not specifically required to supervise positions in the Economist or Finance Analyst series to attain the higher level. Nor is it necessary that positions at the Principal level serve as a Department's authority. In fact, both the Senior and the Principal levels are expected to perform their work for a City department.

The Distinguishing Characteristics sections for both specifications, with the exception that the Principal level may perform or supervise these functions, clearly state that both levels are responsible for research, analysis, and interpretation of economic and financial data and issues for a City department. The work of both levels may also include associated responsibilities for financial management and budgeting, but such is not required.

Thus, the primary difference between the two levels, in this aspect of the work, according to the specifications, is that the Principal level is described as working at the level where the position may be responsible for rate setting and budgeting, whereas the Senior level is limited to the responsibility rate development and resource planning. Both classes require advanced working knowledge of financial and economic analysis techniques, micro-and macro-economic theory and methodology, computer languages, statistical theory and methods, and econometrics. Additionally, both levels are required to have sufficiently advanced statistical analysis and computer skills to develop rates, perform forecasting, and to design, develop and utilize computer models.

The Distinguishing Characteristics section of the Senior level also note that this level differs from the Principal level in that the Senior class performs work requiring less technical expertise and analytic proficiency than the Principal level. Finally, the Principal level performs independently and the work is reviewed only for outcomes, not methods. The Senior level, while it is independent, is expected to utilize supervisory assistance in unusual or unique circumstances. This an appropriate differentiating factor since the Principal level is considered to the department's authority. Thus, independence of action is a factor of note in separating these two classes.

Taking all of these factors together, the differentiation between the two levels becomes more clear. Since both levels are expected to perform their work for a department, this criteria may not be used as a highly weighted factor in a classification determination. Rather, it is cancelled out by the fact that it applies to both the Senior and Principal levels. This factor is one of organizational structure rather than level of responsibility or complexity of work. This is especially true in the case of a Utility, where the size of the organization may not be viewed as more pivotal than the work that is required to be performed. The Solid Waste Utility, as compared to other City Utilities, such as Water and City Light, is a relatively small entity. As such, it has not existed as a department in its own right. However, it must function and be organized and funded under the same legal stringencies and parameters that apply to any other Utility department or division within the City as a whole.

The determination of the Classification and Compensation Unit, that this position should be classified at the Senior Economist level, hinges squarely two factors. First, on the classifications of the positions supervised, and second, on the organizational status of the Solid Waste Utility as an entity with the City's organizational structure. These issues provided the primary basis for the Senior level determination in both the First and Final Administrative Reviews of this appeal. The First Administrative Review, with all emphases added, states:

The concept of the Principal Economist class, as distinguished from the Senior Economist, is that the Principal level supervises Economists, Finance Analysts, or other professional staff, and/or serves as the department's authority on economic and financial issues. It is true, as you point out in your appeal materials, that your position is the only Economist position in the Solid Waste Utility; however, it is not the only such position in the [Engineering] department, and it cannot be said that the position is the department's economic authority. Even within the Utility, there are other work units that perform rates analysis and financial analysis and other economic functions, which report separately to the same Director position that supervises your position. Your position supervises two Planning and Development Specialists I, but no positions in the Economist or Finance Analyst series. This degree of supervisory authority is captured in the class specification for Senior Economist, and is not a distinguishing characteristic of the Principal level. Your position performs short and long-term forecasting, economic modeling, cost/benefit analysis, and other duties as described on your PDQ which are characteristic of the advanced and highly technical duties of the Senior Economist classification.

The Final Administrative Review summarizes the dilemma faced by Class/Comp in classifying this position:

Positions assigned to the Economist, Principal class are considered the economic authority for the department. According to the division management, the subject position is considered the economic authority for the Solid Waste Utility. Part of the dilemma we are faced with is the difference of view regarding the organizational status of the Solid Waste Utility. Engineering management asked that we view the Solid Waste Utility as a separate department, such as Water and City Light. This view would be the equivalent of viewing the Skagit project as a separate department within the City. However, based on the organizational structure viewed by the Mayor and Office of Management and Planning, the Solid Waste Utility is consider[ed] a division within the Engineering Department. Therefore, it is our recommendation, that this position remain allocated to the classification of Economist, Senior....

Thus, it is clear that, while there is acknowledgement of the "advanced and highly" duties [along with the skills required to perform those duties] of the work of this position, the factors of organizational status and types of positions supervised, as used, unduly weighted the classification determination toward the Senior level.

Dealing with the matter of the level and title of positions supervised, it has already been clearly demonstrated in this review, that the positions supervised at the Principal Economist level do not have to be within the Economist or Finance Analyst series. What is important, as mandated in the Principal level specification, is that the positions supervised are engaged in the performance of "economic and financial research and analyses, financial management, budgeting and rate setting for a City department." The issue of what may constitute a "department" will be further discussed, but for the sake of the examination of the factor of the type of the work that must be performed by those positions supervised, the following serves to clarify the subordinates' work in this case.

According to the Appellant's Manager, Nick Pealy, in his addendum to the appeal materials, the work performed by those positions supervised fully meets the requirements established in the Principal specification:

While this position does not supervise finance analysts or economists, it supervises people (Planning and Development Specialists) who possess and utilize the same or greater level of technical expertise in their work. Both of the staff that Jennifer [Appellant] supervises are proficient in interpreting and using our Recycling Potential Planning Model. Both staff use financial and economic analysis in their work. Both staff are heavily involved in survey design and research. One of the staff is heavily involved in recycling and waste reduction program development.

Comparatively viewed against the criteria of "economic and financial research and analyses" mandated in the Principal specification, the positions supervised by the Appellant perform work that is a fairly perfect match.

The issue of whether the Solid Waste Utility should be viewed as a division or a department is one of greater complexity. From an organizational status perspective, as with the Drainage and Waste Water Utility, it exists within a larger departmental structure. Therefore, by definition, it is not a department in terms of comparative or relative status. Putting aside, for a moment, the issue of this element as a mandatory criteria for achievement of the Principal level, it is appropriate to review the differing elements that establish Utilities as structures which must be viewed as separate from the criteria used to view the standard organizational make-up of a City department, even if those Utilities should be housed within a City department.

Perhaps the most fundamental element of the classic definition of a department, is the matter of funding and allocation of funding as it relates to the department as a whole, and to its various divisions. A department may be composed of a series of divisions who share like or similar conceptual purposes and share an interest in the funding and allocation of funds to the department as a whole. Utilities, on the other hand, are differently defined.

The Solid Waste Utility, just as with the Drainage and Waste Water Utility [which is also housed within an existing department] the Water Department, and Seattle City Light, all must operate with Enterprise Funds. They neither receive general funds, nor are they permitted to contribute funds into their own or other City departments. While all Utilities may, in fact, contribute to City departments through the taxes that they pay to the City, the rates established for the Utilities, which are paid to them by their customers, are solely to be used by the Utility itself, to pay for its provision of services and the conducting of its business. No co-mingling of funds permitted.

Each of the Utilities, irrespective of whether it is housed within a department or whether it constitutes a "department" in its own right, requires the use of almost identical procedures and models for the determination, proposal, and establishment of Utility rates. Models for determining rates are designed, generally, with allocations and revenues set forth. These elements are usually within frameworks such as forecasts of overall operational costs for provision of services, and projected revenues from residential and commercial customers.

The Economist works with the specifics of the model design as it relates to the specific Utility. For example, in the Solid Waste Utility, the Economist works with parameters such as waste tonnage, whereas at Seattle City Light, the Economist works with energy consumption; or at the Water Department, with water usage. In practice, however, the Economists who serve as authorities for the Utilities perform virtually identical work, irrespective of whether they are housed within a department or whether they are separately defined. All of the same rules, laws, and repercussions of actions and decisions apply to the Economist in authority. In this case, the subject position, during the Project period, served as the only Economist for the Solid Waste Utility. Thus, this position performed, and continues to perform the same level of work as other Principal Economists.

Despite the fact that the Principal Economist specification notes that this level is responsible for "rate setting," the use of this term is deceptive in actual practice. No Economist in the City actually "sets" rates. Rather, those Economists that are involved in rate setting and forecasting, develop and "propose" rates. The rate "setting" process is a formal, political and legal one. Proposed rates are submitted to the Mayor, reviewed by Council staff, scrutinized, perhaps revised, and submitted to the Utilities Committee which then makes recommendations to the full Council. The role of the Principal Economist, as an authority, figures strongly into this process, but even as the authority, the actual setting of rates is not performed by any of the position levels in this series.

Thus, with respect to the elements that separate the Senior level from the Principal level, not only is the concept of "department" work rendered moot because it exists in both specifications, but the application of a standard organizational structure to a Utility is inappropriate regardless of whether it exists as a separate entity or as a "division," because it must always function as a separate entity as a direct result of the governance of its funding.

As a side note, according to the specifications, were the criteria of work on a "department" scale to be literally taken and utilized, the Solid Waste Utility should never be able to utilize the services of even a Senior Economist because even the Senior level, as has been previously noted, is also expected to perform its work "for a City department." Only the journey-level Economist specification omits the departmental reference.

With issues of the classification of subordinate employees resolved, and definitions of "department" redefined from the different guidelines established for Utilities, the remaining differences between the Principal and Senior level Economist rests with the level of technical expertise and analytic efficiency required to perform the work of the position, service as the "department" [now defined as Utility] authority on economic and financial issues, and minimum qualifications established for attainment of the different levels in the series.

Nick Pealy, again writing his comments appended to this Appeal, states in no uncertain terms: "This position is the 'final' authority on economic (resource planning) analysis here at solid waste just as City Light's Principal Economist is at City Light. I have worked with both individuals and understand their respective bodies of work, and there is no difference in what is expected of them, or their respective roles in their organizations." Considering the specific relationship between the Economist in authority and the mandated functions it must serve with the respect to the economic and financial stringencies placed on Utilities, with the Appellant's position being the only Economist position at the Solid Waste Utility, and thus, the one upon whom the Director depends for all matters involving Economic analyses and related work, this statement carries a high degree of credibility.

With respect to technical expertise and minimum qualifications, Mr. Pealy states that this position "requires a greater level of technical expertise than is required of a Senior Economist. [It] requires training in advanced economics, econometrics, and financial and economic modelling. In my opinion, a Masters degree (preferably a Ph.D. [which the Appellant possesses] with significant experience are minimum quals for this position."

On the PDQ for this position, the Appellant's supervisor asks for a Master's degree, 3-5 years of economic research and 1 to 2 years of specific work in the Solid Waste industry. While possibly concurrent, the minimum qualifications desired also include 3-5 years experience making both oral and written presentations to lay audiences and 1-2 years of supervisory experience.

According to the specifications, the Senior level requires only three years of experience in economic and financial research and analysis and one year of graduate study in economic and financial theory and analysis. A Master's degree is not required. The Principal level, on the other hand, requires five years of professional experience in economic and financial research and analysis and a Master's degree in Economics, Finance, etc.

Based on the duties and responsibilities of this position, as the sole or primary economic authority for the Solid Waste Utility, coupled with the fact that the governing regulations and stringencies are identical for all utilities; and adding to that the actual qualifications of the Appellant, which include a Ph.D. in Economics; eleven years of experience with the City, eight of which have been as the sole Economist for the Solid Waste Utility, it is clear that an aspirant meeting the minimum qualifications for the Senior level, would not be able to successfully perform the duties and responsibilities of the Appellant's position.¹

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.

Thus, reviewing the criteria established by the Personnel Rules, and comparing the duties and responsibilities of the position to the to the specifications as a whole, it is clear that this position is serving as a Principal Economist, and held accountable to that level.

IV. CONCLUSION:

Utilities must be considered as separate entities whether they are housed within a department, for organizational purposes, or whether they exist on their own. Those positions which serve as economic authorities for the Utilities all perform the same level and types of work, requiring the same levels of expertise. Their work differs primarily in the elements that are measured - e.g. energy consumption, water consumption, solid waste tonnage. The subject position is the economic authority for the Solid Waste Utility; supervises positions performing economic research and analysis; and utilizes the same level of technical and analytic expertise required of the Principal Economists at other Utilities, regardless of their size or organizational status. Therefore, based on the duties and responsibilities of this position, the Principal Economist level is the appropriate one.

¹As an added note, Seattle's recycling program, based on the "Recycling Potential Assessment" model designed by the Appellant, which demonstrates that it is less expensive and more cost-effective to recycle, receives continues Statewide and National attention. It was the subject of a section Recycling and Incineration - Evaluating the Choices by Richard Denison and John Rustin, Island Press, 1990. It has also been independently scrutinized by the Solid Waste Association of North America, which undertakes these types of studies. The Appellant is frequently called upon to speak around the country about her program/model, and she is often interviewed by national and international press, as the authority on this subject.

V. RECOMMENDATION OF THE APPEALS EXAMINER:

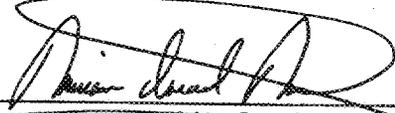
Therefore, based on the information contained in the Case File Record, Personnel Rule 2.2.100, the information submitted with the appeal, and the specifications established for the Senior Economist and the Principal Economist levels, it is the recommendation of this office that the classification allocation determination of the Classification and Compensation Unit be revised in this case, and that this position be reclassified to the level of Principal Economist, effective January 2, 1991.

Submitted to the Director
September 13, 1996

RECEIVED

SEP 13 1996

PERSONNEL DEPT.


Miriam Israel Moses
Classification Project Appeals Examiner

DIRECTOR UPHOLDS 9/24/96
Date
DIRECTOR REVERSES _____
Date


Sarah Welch
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.

BEFORE THE CLASSIFICATION PROJECT APPEALS EXAMINER

In Re the Appeal
of
Thomas J. Kirn
[incumbent] Appellant
Position No. 022054

CASE NO. 042996G
OPENING DATE: October 10, 1996

ANALYSIS, CONCLUSION
AND RECOMMENDATION

This case file was received by the Office of the Appeals Examiner on May 29, 1996. It was opened for review on October 10, 1996, having been previously reviewed by the Classification and Compensation Unit with the resultant Final Administrative Review determination that the position should remain classified as an Urban Economist. The Appellant requests reclassification to Senior Economist. Management does not support this appeal. Because the Final Administrative Review determination of the Classification and Compensation Unit does not concur with the classification requested by the Appellant, this appeal has been automatically forwarded to the Office of the Appeals Examiner for review, in accordance with the established Protocol and Procedures.

I. SUMMARY:

Thomas J. Kirn, the Appellant in this case, is currently employed as an Urban Economist in the Infrastructure, Environment and Economics Section of the Office of Management and Policy. Although the Final Administrative Review determination of the Classification and Compensation Unit recommends that this position [along with Pos. No. 020328 - JoEllen Kuwamoto, co-Appellant] remain classified as an Urban Economist, the only existing specifications for this title are pre-Project specifications and the title was not adopted for use in the Classification Project. The Class Project title recommended for this position was, initially, that of Senior Planning and Development Specialist. In the First Administrative Review, however, Class/Comp concurred with the Appellant, stating that this title does not address the specific training and expertise in economics required of this position. Thus, Class/Comp recommended, in both its First and its Final Administrative Reviews, that this position remain classified as an Urban Economist, stating that the pre-Project specification [#2052.4] was still appropriate, needing only reformatting to the new style.

When it was established, the Urban Economist title was a classified title. It was made exempt in November of 1995, and exempt positions were generally not included in the Classification Project; but these positions, because they were not exempt on the Project's 1/2/91 effective date must be included in the Project. There is reference made by Class/Comp, in the Case File that, because OMP is embarking on a broadbanding project, any retitling of this position at this time would be counter-productive to the broadbanding pilot project. To resolve the dilemma, the Final Administrative Review, essentially, made a "no change" recommendation. The difficulty, however, is that the Urban Economist title is not available for use in 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 proposed for allocation with a 1/2/91 effective date, this appeal meets the established criteria for review by the Appeals Examiner.

III. ANALYSIS:

This is an unusual case in that the Classification and Compensation Unit reversed its own initially proposed classification allocation of Senior Planning and Development Specialist in favor of maintaining the pre-Project allocation title of Urban Economist for this position. The Urban Economist title, which has only recently become an exempt title, was not exempt at the time this position was included in the Project. Rather, this change in status was subsequent to the initial Classification Appeal submitted by the Appellant. Were the requested title of Senior Economist an exempt or non-represented title, based on the information in the Case File Record, it may very well have been the initially proposed allocation for this position. Another Urban Economist position, performing highly similar tasks was, in fact, reclassified to the Senior Economist title as part of the Classification Project.

In its First Administrative Review letter to the Appellant, which recommends maintaining the Urban Economist title, despite the fact that it was not adopted for use in the Project, Class/Comp states:

In your appeal form, you point out that the class specification for Senior Planning and Development Specialist does not address the specific training and expertise in economics required of your position. We concur with this point [emphasis added], and we are changing our recommendation on your position to a basic "no change" recommendation; that is, your position will retain the title of Urban Economist, with no further action being recommended by the classification project. Your position is now exempt from the classified service, and exempt positions are normally not included in the classification project. Further more, the Urban Economist positions are to be included in OMP's broadbanding pilot project, and any retitling of your position at this time would be counterproductive to the broadbanding pilot [emphasis added]. Accordingly, the appropriate title for your position is its current title of Urban Economist, rather than the initial recommendation of Senior Planning and Development Specialist.

In reviewing the duties and responsibilities of this position, it is important to remember that the Classification Project seeks to classify positions based on an assessment of their duties and responsibilities as they were on January 2, 1991. Thus, any reasoning that includes current, 1996 organizational shifts or changes, such as broadbanding, cannot be considered as valid ground for proposing a given classification allocation in the Project.

The issue of whether it is appropriate to include the now exempt Urban Economist positions is moot, since they were not exempt at the time of their inclusion in the Project. Further, whatever decision making process occurred at the time that it was decided to exclude the Urban Economist title from the Project is also moot at this point because, in fact, the title has not been adopted for Project use and cannot be considered as a viable Project allocation. Additionally, since no Project specifications exist for this title, the Appeals Examiner cannot conduct a comparative review of the duties and responsibilities of this position to the specifications of the proposed classification. And finally, without adopted Project specifications, the Examiner cannot conduct a review of the appropriateness of Class/Comp's "no change" Final Administrative Review determination.

In making this "no change" Final Administrative Review determination, Class/Comp states:

Although you refer to various facts regarding the primary objective of the Project, and development of the new Economist class series, our analysis considered the AY PDQ and new information you submitted. We reevaluate [sic] all the pertinent information on file and reconsidered an existing class specification for Urban Economist (old format -#2052.4). The specification was reviewed and still found appropriate to your position, only needing reformatting to the new style.

This position was created in the 1988 Budget. Therefore, there is no 1987 AY PDQ to which it might be compared in order to more accurately determine the scope of the duties and responsibilities of this position at the time of the Project's 1/2/91 effective date. The Case File Record also does not contain a PDQ that would have been written to accompany the 1988 position request, or a copy of Classification Report No. P386-87 [see Case File for 042996H - JoEllen Kuwamoto for the full record], however, Classification Report P386-87 did include this position in its analysis and proposed it for allocation to the Urban Economist class. Therefore, the determination of the duties and responsibilities of the position, as they were rendered in the Classification Report are appropriate for use in the determining the duties and responsibilities of this position as they were on 1/2/91.

Classification Report P386-87, issued on December 1, 1987, classified the subject position [and reclassified it's co-appellant's position 020328 - JoEllen Kuwamoto] to what was, at that time, the newly created classified title of Urban Economist at a salary range of 37.5A. Class/Comp's analysis included a thorough review of the duties and responsibilities of these positions, as well as discussions with the division director and the sector supervisor. The conclusion of the report included the following:

This class is distinguished from other classes in the Department of Community Development and the Office of Management and Budget because positions recommended for allocation to this class have as their primary responsibilities conducting economic research and analysis, monitoring and forecasting revenue, preparing complex economic reports, preparing economic development and marketing materials, and providing technical assistance and staff support to a variety of economic development task forces and commissions.

Thus, there is ample evidence in the record [see Report P386-87] to demonstrate that the primary duties and responsibilities of this position, and its co-appellant's position, involved a wide range of complex economic research, analyses, forecasting, and related complex economic activities prior to the 1/2/91 Project effective date.

The 1995 PDQ, jointly submitted by Position No. 020328 and 022054 responds to Question No. 13, which requests a summary of work, as follows:

The duties include: conducting economic research and analysis, monitoring and forecasting revenue that includes the development of econometric models, preparing complex economic reports, providing technical assistance on economic issues, compiling and interpreting statistical and economic data, analyzing the impact of all state legislation that affects City revenues, performing economic and financial analysis for special topics and issues in support of the City Council, Mayor's Office, and various City Departments.

The breakdown of duties presented in response to Question No. 14 on the same PDQ includes the following:

- A. 25% *Monitor and Forecast Economic Activity:* collect and evaluate economic data and information, and develop and maintain economic models that track the behavior of the economy and forecast future conditions. This activity would support activities of other departments as well as the City's need to monitor and evaluate the economic and demographic impact of the Comprehensive Plan.
- B. 30% *Forecast City Revenues:* Develop modeling techniques that define the relationship between economic activity and City revenues, making it possible to use economic forecasts as a basis for forecasting revenues.
- C. 15% *Economic and Fiscal Analysis of Major Proposals:* develop and apply economic and financial techniques for assessing the impacts of major proposals that involve City government and demand decisions from public officials.
- D. 10% *Policy Development:* research and write major analytical reports on broad economic issues and specific sectors of the economy. This work supports local policy decision making and assists in setting the City's agenda with the State Legislature. It also provides the analytical support to promote Seattle's position in regional, state, and federal program and policy discussions.
- F. 10% *Rate Analysis:* analyze and review utility rate proposals. This requires knowledge of utility rate models and involves the analysis of rate design, revenue requirements, demand impacts, and alternative cost-allocation specifications.

This set of duties, which represent 90% of the Appellant's time, clearly demonstrate work in a wide range of highly complex economic areas, as well as showing that the work, itself, has City-wide, regional, State, and Federal repercussions. Describing the purpose of the work of the unit in which this position resides, as requested by Question No. 24 on the same PDQ, management responds:

To develop the City's capacity to perform economic research and analysis, and to utilize that capacity to support the development and analysis of policies, plans and projects by means of background research and economic analysis, including economic and fiscal impact assessment.

Responding to Question No. 25, which asks the purpose of the Appellant's position, management states:

To provide policy makers with background research and analytical assessments from which they are better able to competently formulate a legislative agenda, review financial material, develop policies, and prioritize and make informed judgments on programs and plans concerning the City.

This list of duties and responsibilities, taken together with management's description of the work and purpose of the Unit, clearly show the specific orientation of this position to an economics discipline, as well as demonstrating the high level of complexity responsibility associated with the work performed.

The minimum qualifications established by management for this position include a Bachelor's degree in a relevant field [with a Master's degree desired] and three to five years of progressive work experience in public finance, economic analysis, research, modeling, statistics, and forecasting.

Because the Class/Comp's recommended title of Urban Economist is not available for use in the Classification Project, it is necessary to compare the duties and responsibilities of this position to the initially proposed allocation of Senior Planning and Development Specialist, and to the requested classification of Senior Economist. Both of these titles have adopted specifications and they are available for use in the Project.

The Class Summary section of the Senior Planning and Development Specialist states:

The positions in this class, under limited supervision, serve as a lead worker or perform the more complex and technically difficult development and planning work for major projects, programs, services and/or policies. Provide technical and policy expertise to department management, elected officials, community groups and other agencies. Develop and implement planning research methodology and prepare analyses; develop and negotiate consultant contracts; and manage a portion of a department's comprehensive plan.

The orientation of positions classified to this title, however, is more toward the various aspects of the Comprehensive Plan than toward Economics as a discipline. As the Minimum Qualifications state:

Requires three years of experience in planning and research related to land use, urban economics, human services, environmental issues, conservation; or other work directly related to City planning and development activities; and a baccalaureate degree in planning, urban design, environmental studies, public administration or related field.

There is no specific requirement for any economic study in the specification. The Economist series, however, deals directly with positions working within the Economic discipline. The series is designed specifically for this purpose. It is clear from the PDQ, that this position's work has a City-wide impact, at the minimum so, for the sake of brevity, its relationship to the journey-level Economist specific will not be discussed in this review, however, the journey-level, while it is not expected to perform work at the higher complexity level and responsibility level of the subject position, clearly establishes the series as more directly related to the work.

The Class Summary section of the Senior Economist specification states that this class:

Performs highly technical and advanced economic and financial research and analyses for a City department, involving the presentation of analyses, conclusions, and recommendations as well as defending work products to professional peers and groups. Performs associated responsibilities for financial management, contracting and budgeting.

The minimum qualifications established for the Senior Economist are listed as follows:

Requires a minimum of three years profession experience in economic and financial research and analysis, and a baccalaureate degree with one year of graduate study in Economics, Finance or other field involving extensive course work in economic and financial theory and analysis.

Comparing the two series, as they are rendered in the specifications, while the Senior level of either series would be appropriate for this position, it is clear that the duties and responsibilities of the Economist series much more closely match the duties and responsibilities of this position than do those of the Planning and Development Specialist. Therefore, of those titles and specifications that are available for use in the Classification Project, the subject position is most appropriately classified as a Senior Economist.

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.

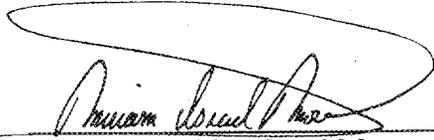
IV. CONCLUSION:

The duties and responsibilities of the subject position involve complex economic analyses, revenue forecasting, utility rates analyses and the ability and knowledge to develop complex economic reports, and evaluate statistical and financial data. The work of the subject position has a direct City-wide impact, that extends to the regional, State and Federal levels as a result of its links to the legislative processes in those arenas. While it may be that the Urban Economist title and specification is appropriately reflective of the work of this position, it was not adopted for use in the Classification Project and hence, no positions reviewed in the Project may be compared to it or allocated to it. The exempt status of the subject position is newly established and it cannot be viewed as retroactive to 1/2/91, with respect to the inclusion of this position in the Project. Therefore, the allocation of this position to a title that is available for use in the Project is the appropriate course of action. Reviewing the duties and responsibilities of this position, and comparing them to both the initially proposed Senior Planning and Development Specialist class and to the requested Senior Economist class, it is clear that the Senior Economist classification provides an almost ideal match to the work of the subject position and, therefore, it should be classified as such.

V. 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, and the specification established for the Senior Planning and Development Specialist and the Senior Economist, it is the recommendation of this office that the classification allocation determination of the Classification and Compensation Unit be revised in this case, and that this position be classified as a Senior Economist, effective January 2, 1991.

Submitted to the Director
November 1, 1996



Miriam Israel Moses
Classification Project Appeals Examiner

RECEIVED

NOV 04 1996

DIRECTOR UPHOLDS 11/13/96
Date
DIRECTOR REVERSES _____
Date



Sarah Welch
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.

OMP

From: Linda Taylor-Manning
To: PERS. PERS (ASPIRAS)
Date: 11/16/96 1:18pm
Subject: Visual Information Specialist

Rosalie spoke with you some time ago about the Visual Information Specialist in our office. Pocket # 23534, incumbent - Llamita (Bonita) Chinn. # 023534

As I understand from your fax (the October 7, 1993 letter and attachments) Personnel exempted positions from the Arthur Young study created in the 1991, 92 or 93 budgets. The feeling was those new positions had used the current classifications proposed under the Arthur Young study.

I do have three questions:

1. What is the difference between a Visual Information Specialist (VIS) and a Graphic Arts Designer (GAD)? (The pay range is the same!)
2. Is the Visual Information Specialist used anymore? None of the other graphics staff involved in the consolidation have that classification. (Bonita would like to have the same GAD classification as her peers.)
3. Can we "administratively" change Ms. Chinn from the VIS to a GAD? Meaning, can we do it without a PDQ and big review?

Thanks for your attention to this matter!
LTM

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.

7/29/96

REPORT NO: 7052505

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: SENIOR PRINTING EQUIPMENT OPERATOR

Ordinance Title: SENIOR PRINTING EQUIPMENT OPERATOR

Legislation Required: Yes Bargaining Unit: 044

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, 1996

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

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

7/29/96

Report No.: 7052505 Supplement

Position Number: 020136 Department: PARKS AND RECREATION
Recommended Classification Title: SENIOR PRINTING EQUIPMENT OPERATOR
Legislation Required: Yes Recommended BU Code: 044
Recommended Ordinance Title: SENIOR PRINTING EQUIPMENT OPERATOR
Recommended Salary for This Position: \$14.67 17.09
Recommended Salary Range: 25.5A

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:
Classification Title: UNCLASSIFIED
Ordinance Title: DUPLICATING EQUIPMENT OPERATOR, SR
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, 1996 INCUMBENT AND STATUS

Incumbent Name:
CLASSIFICATION TITLE: UNCLASSIFIED
Ordinance Title: DUPLICATING EQUIPMENT OPERATOR, SR
1996 Salary: Per Applicable Current Salary Schedule Bargaining Unit: 044

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

BEFORE THE CLASSIFICATION PROJECT APPEALS EXAMINER

In Re the Appeal
of
Todd R. Smith
[incumbent] Appellant
Position No. 009974

CASE NO. 081696B
OPENING DATE: August 26, 1996

ANALYSIS, CONCLUSION
AND RECOMMENDATION

This case file was received by the Office of the Appeals Examiner on August 16, 1996. It was opened for review on August 26, 1996, having been previously reviewed by the Classification and Compensation Unit with the resultant Final Administrative Review determination that the position should be classified as an Installation Maintenance Worker. The Appellant requests reclassification to the title of Facilities Maintenance Worker. Management takes no formal position on this appeal but, in comments on the PDQ, indicates some disagreement with the Appellant's claim to certain duties. Because the Final Administrative Review determination of the Classification and Compensation Unit does not concur with the classification requested by the Appellant, the appeal has been forwarded to the Office of the Appeals Examiner under the established Protocol and Procedures.

I. SUMMARY:

Todd R. Smith, the Appellant in this case, is currently employed as an Installation Maintenance Worker by the Department of Parks and Recreation. His primary duties involve the repair and maintenance of existing equipment located in playgrounds. Additionally, this position coordinates and leads the work of a small [generally four people] maintenance crew. Other, but more occasional duties also include the construction and installation of some play equipment, as well as safety inspections. The Appellant contends that playgrounds are complex, specialized facilities with multi-faceted units. As such, the Appellant believes that the classification of Facilities Maintenance Worker, which performs specialized maintenance and repair of facilities which require specialized skills, is a more appropriate classification for the duties and responsibilities of his position.

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 proposed for allocation with an effective date of 1/2/91, this appeal meets the established criteria for review by the Appeals Examiner.

III. ANALYSIS:

The resolution of this appeal revolves around two fundamental issues. The first is one of whether playgrounds and their existing facilities constitute "facilities which require complex and specialized repair and maintenance skills," as described in the requested title of the Facilities Maintenance Worker specification. The second is whether the assigned duties and responsibilities of this position are encompassed by the Installation Maintenance Worker specification, or whether they require an incumbent to possess and utilize the types of specialized skills described in the Facilities Maintenance Worker specification.

To resolve the first issue, that of whether playgrounds and their existing facilities constitute they type of facility contemplated by the Facilities Maintenance Worker, the specification for this classification is the most appropriate source. The Class Summary Section for this title states:

Positions in this class, under general supervision, perform specialized maintenance, preventative maintenance, and repair on facilities which require complex and specialized repair on facilities which require complex and specialized repair and maintenance skills, such as sewage lift stations and heating/ventilating/air-conditioning (HVAC) systems [emphasis added].

The Distinguishing Characteristics Section further elaborates on the types of equipment and machinery that would qualify under the definition of requiring "complex and specialized repair" by stating:

Positions in this class inspect, maintain, and repair filters, fans, air compressors, seals and bearings, plumbing and mechanical systems, and other mechanical devices associated with specialized facilities such as HVAC systems and sewage lift stations.

The Examples of Work section establishes with specificity, the types of facilities to which the specification refers. All emphases have been added:

- Performs preventative maintenance on heating, ventilation, and air conditioning systems.
- Maintains and repairs dampers, filters, louvers, fans, air compressors, heating coils, ductwork, and other HVAC components.
- Inspects plumbing and mechanical systems associated with sewage lift stations and identifies malfunctions.
- Replaces worn seals, bearings, filters, and other parts.
- Services supply and irrigation pumps.
- Inspects, cleans, and replaces intake screens and filters, and adds required chemicals to water at decorative fountains.
- Maintains and repairs fire sprinkler systems.

There is nothing in the PDQ submitted by the Appellant to demonstrate that the duties and responsibilities of his position require work on any of the types of "facilities" described in the Facilities Maintenance Worker specification. Rather, it is clear that the Appellant's work is limited to the equipment and facilities which may typically be found in playgrounds, as part of the "play equipment."

The Appellant supports his contention that playgrounds are complex facilities by stating that he must hold a Certification of Playground Safety Inspection and that this certification is:

...becoming a standard prerequisite for anyone in the field of designing, building and repairing modern playground facilities due to their complex nature. Case in-point [sic] after I received my CPSI two members of our Architectural staff and one from Parks Facilities have applied and tested for the Certification.

The flaw in this reasoning is that it equates the importance of safety (which should by no means be underrated) with the complexity of the play equipment itself. These two concepts do not necessarily have to always be present together. A simple park bench may present a serious safety hazard if it is in ill repair. However, in and of itself, repair of the park bench may not require a skill that would be deemed specialized. With respect to design, the safety considerations of the same simple park bench would differ. Besides choosing a safe bench, the location of the bench would be a critical consideration. If it were too close to another play facility, or bike path, etc. its presence alone might cause unnecessary accidents. While it would be imperative for the designer to be aware of these safety considerations when choosing where to place the bench, they do not make render the bench, itself, to be of any greater complexity than it was before the safety issues were raised, and they do not make the the installation or repair of the park bench itself any more specialized as a specific job task.

Thus, it would stand to reason that designers, who must make safety considerations part of their design, would apply and test for the Certification of Playground Safety Inspection. But this fact does not relate to the complexity of the facilities with which the Appellant's work is associated.

With respect to the second issue, that of whether the assigned tasks require the Appellant to possess and utilize the types of skills necessary to work with the specialized facilities described in the Facilities Maintenance Worker specification, the question becomes somewhat moot. If the Appellant's duties do not include assignments to work with the types of specialized equipment described, than irrespective of whether the Appellant possesses the skills to do so, they are not required for the successful performance of the duties and responsibilities of his position. In this case, there is no indication that the Appellant is required to work with these types of facilities. Therefore, even if the Appellant is correct in his contention that playgrounds, themselves, are complex facilities, the duties and responsibilities of his position do not require him to engage in the specific types of complex, specialized tasks necessary to qualify for the Facilities Maintenance Worker title, irrespective of the complexity of the facility.

According to the Appellant's 12/21/95 PDQ, the duties of the subject position are summarized as follows:

Build, maintain, and repair Play [sic] equipment and inspect all new Play [sic] equipment installed in Seattle Parks. I lead an ethnically diverse crew of 4 people. ... I am a member of the Parks Playground Safety Committee that reviews all Playground installations and safety concerns in Seattle Parks.

According to the breakdown of duties, as submitted by the Appellant in response to Question No. 14 on the 1995 PDQ, 65% of the work of this position is specifically centered on playground equipment, as follows:

- | | | |
|----|---|-----|
| D. | Build new play equipment. | 10% |
| E. | Repair and maintain existing play equipment. | 40% |
| G. | Order Parts & Equipment to include negotiations with vendors concerning warrantee [sic] replacement, and lowest price for equipment, and securing purchase order. | 10% |
| H. | Maintain record or log of P[lay] G[round] repairs and installations. | 5% |

The remaining 35% [*actually adds up to 45% = 110% of time*] of duties include 20% of time leading a crew, 15% inspecting and determining safety concerns, and 10% serving on the Playground Safety Committee. Management disputes these percentages in its response to Question No. 26, stating that 75% of the employees time is spent in maintenance and repair functions. Given that the Appellant has accounted for 10% more than 100% of time worked, and 65% of this time is directly related to maintenance and repair work, management's contention that maintenance and repair related duties constitute 75% of total time worked, is likely to be more accurate.

The Class Summary section of the specification for the Appellant's current classification of Installation Maintenance Worker states:

Positions in this class perform various maintenance activities including preventive maintenance services at a satellite facility repairing and replacing various building fixtures, equipment and its appurtenances and coordinating jobs with various crafts.

The Distinguishing Characteristics section includes the following:

...coordinate and direct crews in the installation, maintenance and moving of regular and systems office furniture; and provide labor assistance at a semiskilled level. The employee is basically a jack-of-all trades who perform[s] minor repairs which free up the journey level shop employees to work on the more responsible and complex duties.

Among the Examples of Work for the Installation Maintenance Worker are the following:

- Performs the minor repairs of various crafts.
- Demonstrates uses of tools, equipment, and supplies, as well as work and safety procedures.
- Leads preventive maintenance programs for the following: equipment... and ordering of repair parts.
- Repairs, maintains, and installs benches, tables and bleachers, pathways, signs....
- Repairs or replaces broken parts on universal gym and other related sports equipment.
- Installs, maintains, and repair[s] tables, bollard and bench sign on Parks department property.

- Repairs and maintains equipment and tools; orders and picks up supplies.

Classification Project
Appeals Examiner Review
Case No. 081696B

Page Five

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.

Given a choice between the duties and responsibilities described in the specification for Facilities Maintenance Worker and those described in the Installation Maintenance Worker, and looking at the general duties, specific tasks, responsibilities and the desirable qualifications for these two titles, as required by the Personnel Rules, it is clear that, when taken as a whole, those described in the Installation Maintenance Worker specification most closely match the duties and responsibilities of the subject position.

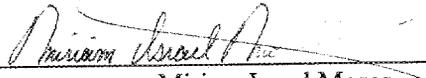
IV. CONCLUSION:

The subject position does not perform the complex and specialized maintenance, preventive maintenance, and repair on the types of specialized equipment described in the Facilities Maintenance Worker specification. Rather, the typical duties and responsibilities of this position are limited to the maintenance, and repair of playground and play equipment which must be viewed separately from the complexity of the overall facility in which this equipment may be housed, constructed or maintained. The Appellant is not responsible for the overall facility, therefore its complexity is not relevant to the classification of this position. Taking the duties and responsibilities of the assigned tasks, as they are described by the Appellant, and comparing these to the current and requested specifications, it is clear that the Installation Maintenance Worker classification most appropriately encompasses the duties and responsibilities of the subject position. Therefore, the position is correctly classified.

V. 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, and the specifications established for Installation Maintenance Worker and Facilities Maintenance Worker, it is the recommendation of this office that the classification allocation determination of the Classification and Compensation Unit be upheld in this case, and that this position be classified as an Installation Maintenance Worker, effective January 2, 1991.

Submitted to the Director
September 13, 1996



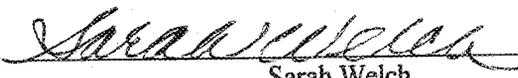
Miriam Israel Moses
Classification Project Appeals Examiner

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PERSONNEL DIV

DIRECTOR UPHOLDS 9/25/96
Date
DIRECTOR REVERSES _____
Date



Sarah Welch
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.

BEFORE THE CLASSIFICATION PROJECT APPEALS EXAMINER

In Re the Appeal
of
Vera H. Dewey
[incumbent] Appellant
Position No. 023441

CASE NO. 042996B
OPENING DATE: October 10, 1996

**ANALYSIS, CONCLUSION
AND RECOMMENDATION**

This case file was received by the Office of the Appeals Examiner on April 24, 1996. It was opened for review on October 10, 1996, having been previously reviewed by the Classification and Compensation Unit with the resultant Final Administrative Review determination that the position should remain classified as an Administrative Specialist I. Appellant requests reclassification to Administrative Specialist II. Management does not support this appeal. Because Class/Comp's Final Administrative Review determination does not concur with the classification requested by the Appellant, the appeal has been automatically forwarded to the Office of the Appeals Examiner for review under the established Protocol and Procedures.

I. SUMMARY:

Vera H. Dewey, the Appellant in this case, is employed as an Administrative Specialist I in the Youth Crimes Section of the Family & Youth Protection Bureau of the Police Department. Her position also provides "secretarial" support to the Gang Unit. The Appellant contends that a gradual accretion of duties and responsibilities to her position, based on organizational changes, elimination of the Major level, and expansion of her section within the Police Department from 1990 to 1995, have shifted the level of work, responsibility, and specialized knowledge required to perform the functions of her position such that it is now functioning at the Administrative Specialist II level. Included in the Case File Record is a copy of a Classification/Compensation Management Review [job audit] performed by Lt. Andy Tooke, which includes a 1/12/96 Memorandum recommending that this position remain as an Administrative Specialist I.

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 proposed for allocation effective 1/2/91, this appeal meets the established criteria for review by the Appeals Examiner.

III. ANALYSIS:

There are two essential issues involved in this appeal. The first, in accordance with the Protocol and Procedures established for the Classification Project, involves the duties and responsibilities of this position as they were on January 1, 1991. Primarily, the Classification Project seeks to allocate positions based on the work that was performed at that time. Matters of accretions of duties and responsibilities to a given position after that time, would normally be handled by requesting a routine classification outside of the parameters of the Project.

This case, however, represents something of a departure from the norm; however, in that the Case File Record contains very little information regarding the duties and responsibilities of this position prior to 1995. There is a reference made to a 1992 PDQ in an 11/21/95 memo by the Appellant to Personnel Services Administrator Tim Croll, as part of her appeal, but there is no such PDQ included in the Appellant's file. Despite this omission from the record, however, there is sufficient information in the Case File Record to adjudicate this appeal in accordance with the parameters of the Project. Therefore, the primary source document for this appeal must be the 1995 PDQ, which was written after the reorganization of the Appellant's Section, and the description of duties provided by the Appellant in her 1995 memo to Tim Croll, which recaps the history and evolution of the duties and responsibilities of this position from 1990 to the present.

In her 11/21/95 Memorandum from the Appellant to Tim Croll the Appellant explains the accretion of duties and responsibilities to her position as follows:

In 1990, the Gang Section was officially adopted in to the organizational structure of the Seattle Police Department.... Prior to that time the responsibility for gangs and their associated criminal behavior was assigned to the Crimes Against Property Section as more of a task force or unit. At that time there were two squads consisting of a sergeant and four to six detectives each, and one ASI. In 1990, when the group's classification was changed from Unit to Section, the number of personnel assigned was increased to one captain, one lieutenant, four sergeants, 24 detectives, one ASI and one ASA. In 1991, the ASA positions was upgraded to an ASI, and in 1994 four additional detective positions were added to the Section [emphasis added]. Prior to the Department's reorganization this past spring [1995], 34 sworn and 2 civilian personnel were assigned to this area. Upon completion of the reorganization, the Gang Unit became part of the Youth Crimes Section, and included the two Seattle Team for Youth detectives. My position became accountable to the Captain of this Section, who has responsibility for both the Gang Unit and the Juvenile Unit.

Since the formal recognition and reorganization of the Gang Section in 1990, and the formation of the Youth Crimes Section in 1995, the mission and goals of the Section have become better defined, and have expanded significantly in the last 5 1/2 years. With the increased number of staff in the Section the work load of this position has increased exponentially. I am now the administrative assistant to the Youth Crimes Section Captain and perform secretarial functions for the Gang Unit Lieutenant, both of whose workloads have increased due to: the Department's reorganization in March of 1995; the Youth Crimes Section's expanded mission; and, the deletion of the rank of Major within the Department. I provide high level administrative and computer support to undercover operations being conducted by Gang Unit personnel, work that requires the strictest confidentiality as the lives of our detectives could potentially be at stake. As the Gang Unit became computerized over the last 18 months, the acquisition of computer skills became necessary for me to perform my job.

Additionally, I have assumed responsibility for the overall management of the administrative functions for this Section as well as that of building manager, interacting with the building management company and the Department of Administrative Services regarding building and equipment upkeep.

....

My job functions require that I have advanced knowledge in establishing office work practices, record keeping, and case processing procedures, from the initial logging of a case into the Department's Case Management System to its final disposition and clearance. I must have a comprehensive knowledge of the Seattle Police Department's policies. Most of the functions performed by me require that I make decisions with minimal supervision.

Based on this information, the Appellant, herself, acknowledges that there has been a great change in the duties and responsibilities of this position since 1990. As of January 2, 1991, when the Classification Project's position review becomes effective, the classification of Administrative Specialist I is entirely appropriate. The Class Summary of the Administrative Specialist I level states the following:

Positions in this class perform the full range of general administrative support duties and/or several specialized clerical [emphasis added] tasks in support of a program. 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 record; gathering statistical information to be used for reports; and reviewing, evaluating and entering data into personal computer or terminal, creating or updating files.

The Distinguishing Characteristics section of the AS-I specification further clarifies the level of work:

This class is the journey level in the Administrative Support series. It is distinguished from the lower level Administrative Support Assistant in that assignments reflect increasing variety, complexity, need for research, initiative and judgment to resolve non-routine issues and questions. Incumbents perform assigned tasks independently, and may assign and review the work of lower level employees.

....

This class differs from the Administrative Specialist II in that positions at the latter class perform the more complex administrative support activities requiring increased judgment to solve special problems.

There is nothing the Appellant's description of her duties in 1990 and 1991 that would indicate her work as exceeding the parameters established for the AS-I level as it is rendered in the specifications. Therefore, with respect to the conclusion reached by the Classification and Compensation Unit, regarding the duties of this position at the implementation date of the Project, the AS-I level is correct.

The difficulty with this case is that it comes to the Project, and to the Appeals Examiner, six years after the retroactive effective date of the Project. It is clear, from the materials presented in the Case File Record, that there have been a great many changes to the duties and responsibilities of this position since 1995, when the entire organizational structure of the Unit/Section was changed.

On January 5, 1996, an on-site audit of this position's work was conducted by Lt. Andy Tooke, with Youth Crimes Section Commander, Captain Wanda Barkley. Lt. Tooke reviewed the duties and responsibilities of this position and reported as follows:

The assigned duties do not meet Class Summary and Distinguishing Characteristics of an Administrative Specialist II classification. The position:

- Does not have a subordinate staff.
- Does not assign, review and evaluate the work of subordinate staff.
- Performs a wide range of support functions for higher level management.
- Performs specialized administrative tasks in support of special program activities.
- Works independently and completes assignments with minimal supervision.
- Other Considerations.

In analyzing the work of this position, as compared to the specifications for the AS-I and AS-II, great weight was given to the first two elements of this review. Both of these relate directly to the fact this position does not have responsibility for subordinate staff. This occurs because the Class Summary section of the AS-II specification states that positions at this level "assign, review and evaluate the work of subordinate staff." The conclusion reached, however, that this element is somehow necessary, and/or pivotal to the classification of this, or any position to the AS-II level, is simply not in keeping with Personnel Rule 2.2.100 which states:

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 [emphasis added].

A position need not be responsible for subordinate staff in order to qualify for the AS-II level. The issues of complexity of work, specialized nature of work in support of a special function or program, and overall level of responsibility, must be taken together when determining the appropriateness of a classification level. Reviewing the "Range [of] Administrative Support Duties," as part of his audit, Lt. Tooke states that this administrative support position:

- Under the general guidance of the Section Commander, drafts original correspondence and reports [emphasis added] pertaining to the Sections [sic] activities.
- Coordinates' [sic] assignments with subordinate units [emphasis added] within the Section.
- Researches special projects for both department and public [emphases added] use.
- Manages confidential informant files, [emphasis added] overtime allocations, Grant expenditures, computerizes gang tracking, etc.

The Examples of Work section of the AS-I specification makes clear that the type of correspondence which may be drafted at the AS-I level is "routine or recurring." It is acknowledged that the subject position drafts "original" correspondence. Further, despite the fact that this position does not have directly subordinate employees, the organizational structure contains subordinate sections/units. It is the acknowledged responsibility of this position to coordinate the work of these subordinate sections. As such, while the position may not be responsible for the work of subordinates in the traditional sense, which would include supervisory authority and employee evaluations, the responsibility for the accomplishment of tasks is no different than it would be, in that the subject position is evaluated for its performance of this assigned responsibility.

As stated in the AS-II specification, this level may be achieved on the basis of two fundamental criteria. This level may either "provide the full range of administrative support functions for high level management or perform specialized tasks in support of a special function or program. Dealing with the criteria of high level management, it has been consistently stated in other reviews by this office, with respect to the Police and Fire Departments, that their organizational structure, because of its more para-military series of management levels, cannot be systematically compared to civilian structures. Thus, counting the number of levels down from a Department Director level, which in this case would be the Chief of Police, is not a valid method for determining whether a manager is "high level." This type of determination must be subject to an overall review of the organizational structure and environment. Accepting the premise, however, that even were such a review to result in the conclusion that the Captain of the Youth Crimes Section did not constitute high level management as defined by the City, the second criteria of the performance of "specialized tasks in support of a special function or program" requires full consideration in its own right. Accepting the premise that the Youth Crimes Section [comprised of the Gang Unit and the Juvenile Unit] would constitute a special program, even the review by Lt. Tooke fully acknowledges the work of this position to be a specialized one in support of a special program, or function.

Responding to Question No. 13 in the 1995 PDQ submitted with this appeal, the Appellant summarizes some of the more specialized tasks performed by this position:

...support for undercover operations ['being conducted by Gang Unit personnel, work that requires the strictest confidentiality as the lives of our detectives could potentially be at stake' - 11/95 memo] involving confidential informants... transcribe interviews with witnesses, victims, and suspects; enter and update case information into Department Case Management System; ensure proper paperwork distribution to various prosecutors (Federal and Superior, Juvenile, District and Municipal Courts) in a timely fashion; evaluate and revise current internal unit procedures regarding the processing and storage of Youth Crimes Section and Gang Unit records; ensure compliance with Department's records retention schedule; function as office manager....

In all other Police Department appeals, where the duties and responsibilities of an administrative support position involved dealing with confidential informants, witnesses, victims, and suspects - as well as the responsibility for distribution of appropriate paperwork to prosecutors, the AS-II level was deemed appropriate because the level of responsibility was higher than that which may be required of an AS-I, and the work itself was considered to be highly specialized, thus exceeding the AS-I level which performs "the full range of general administrative support duties and/or several specialized clerical tasks [emphases added] in support of a program."

Looking at the described duties and responsibilities as a whole, and given the choice between the AS-II, which may "perform specialized tasks in support of a special function or program," it must be concluded that the most appropriate classification for these duties and responsibilities is the AS-II level. This conclusion is further supported by the fact that the denial of the Appellant's reclassification request is largely based on the lack of direct supervisory authority assigned to her position. Therefore, it should be restated that this position does "coordinate" the work of subordinate sections and that supervision of staff is not a prerequisite to the attainment of the AS-II level.

Finally, the third classification element that requires review under Personnel Rule 2.2.100 is that of desired and required qualifications for a given position. According to management, the requisites for performing the assigned duties and responsibilities of this position include:

High school graduate with strong skills in English, composition, office procedures, public relations, development of a filing system, development of logs to track various projects, and use of personal computers.

A minimum of five years in a position requiring like mechanical skills, e.g., typing, use of personal computers and word processing programs, FAX machines, copy machines, transcriber and calculator, but which doesn't have the additional stress and pressure of the confidential nature of the position.

The minimum qualifications for the AS-I level require only one year of office clerical support experience, or a combination of equivalent education and training, whereas the AS-II level requires a minimum of two years of this type of experience or its equivalent. Based on the duties and responsibilities described in the PDQ, and management's stated desired qualifications of five years of similar experience, it must be concluded that a potential candidate whose experience met only the AS-I level would not be able to perform the full spectrum of the duties and responsibilities of this position.

IV. CONCLUSION:

From 1990 until 1995, when the Youth Crimes Section was created, the duties and responsibilities of this position were appropriately classified at the Administrative Specialist I level. Therefore, with respect to the traditional classification of this position in the Project, as would be retroactive to January 2, 1991, the proposed allocation to Administrative Specialist I is correct.

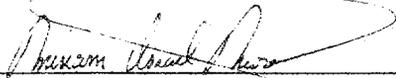
The difficulty with this case is that the information which was used to draw this conclusion was based on a 1995 PDQ. This PDQ describes the duties and responsibilities of the subject position after the Gang Unit formally became a part of the Youth Crimes Section. Review of this position's duties and responsibilities during 1995 by both the Police Department and the Classification and Compensation Unit, resulted in recommendations that the subject position remain classified as an Administrative Specialist I. The Police Department conclusion was largely based on the fact that the subject position did not have subordinate staff. It is not necessary for a position to supervise subordinates in order to qualify for the AS-II level. Reaching the same conclusion, the Classification and Compensation Unit noted the same criteria, and added to it the assumption that the change in organizational structure only resulted in an increase in workload, thus not acknowledging the highly specialized tasks performed in support of a specialized program.

The supervisory criteria utilized in the reviews performed by both the Classification and Compensation Unit and the Police Department, as noted, is not supported by the criteria established in the AS-II specifications, whereas the fundamental factor of the specialized nature of this position's work was not given its full weight in either of the two position reviews. Thus, the conclusion that this position should remain classified as an AS-I, after January 1, 1995, when the Youth Crimes Section was established, is inappropriate. While it is correct to classify this position as an Administrative Specialist I from January 2, 1991 through December 31, 1995, the changes in responsibility, organizational structure, and the accretion of duties to the work of this position fully warrant its reclassification to the level of Administrative Specialist II beginning January 1, 1995, and continuing through the present.

V. 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, and the specifications established for the Administrative Specialist I and Administrative Specialist II levels, it is the recommendation of this office that the classification allocation determination of the Classification/Compensation Unit, with respect to its recommendation of Administrative Specialist I, effective January 2, 1991, be upheld in this case. However, it is further recommended, based on the accretion of duties to this position, as established in the Case File Record, that the Director, by her signature, reclassify the subject position to the level of Administrative Specialist II, effective January 1, 1995.

Submitted to the Director
November 1, 1996


Miriam Israel Moses
Classification Project Appeals Examiner

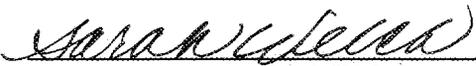
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PERSONNEL

DIRECTOR UPHOLDS 11/15/96
Date

DIRECTOR REVERSES _____
Date


Sarah Welch
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.

BEFORE THE CLASSIFICATION PROJECT APPEALS EXAMINER

In Re the Appeal
of
Frederick Aigbe - Current Incumbent
Clifford R. Jones - Appellant
Position No. 022778

CASE NO. 081696C
OPENING DATE: August 26, 1996

ANALYSIS, CONCLUSION
AND RECOMMENDATION

This case file was received by the Office of the Appeals Examiner on August 16, 1996. It was opened for review on August 26, 1996, having been previously reviewed by the Classification and Compensation Unit with the resultant Final Administrative Review determination that the position should remain classified as an Associate Civil Engineer. The Appellant requests reclassification to Senior Civil Engineer. Management supports this appeal. Because the Final Administrative Review determination of the Classification and Compensation Unit does not concur with the classification requested by the Appellant, the appeal has been automatically forwarded to the Office of the Appeals Examiner for review in accordance with the established Protocol and Procedures.

I. SUMMARY:

Clifford R. Jones, the Appellant in this case, was employed as an Associate Civil Engineer in the Project Management and Design Division of the Seattle Water Department from 3/28/90 to 7/27/93. It would appear that, through an administrative oversight, this position was never reviewed for allocation in the Classification Project. Although Mr. Jones was promoted to a Senior Civil Engineer position as of 7/27/93, he has been allowed to file a retroactive Project Appeal based on the inadvertent exclusion of his position from the Classification Project. The current incumbent, Frederick Aigbe received the First Administrative Review notices; (which Cliff Jones did not receive) however, Mr. Aigbe was not the incumbent at the time of the Project's 1/2/91 effective date. As such, a PDQ filed by Mr. Aigbe would not necessarily be reflective of the duties and responsibilities assigned to this position as of 1/2/91. Therefore, it is the PDQ submitted by Mr. Jones, as well as the 1989 PDQ written by management for the creation of this position that will serve as the primary sources for this review.

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 proposed for allocation with a retroactive effective date of 1/2/91, this appeal meets the established criteria for review by the Appeals Examiner.

III. ANALYSIS:

The classification of this position requires a review of the differences in the specifications for the Associate and the Senior level of Civil Engineer series. Guidance may be found within the specifications themselves. The Class Summary in the Senior level specification begins with the words "Supervises or performs...." The same section of the Associate level specification omits the reference to supervision. While it is clear from the Distinguishing Characteristics section of the Associate level specification that positions in this class "may supervise or lead engineers, specialists or other support positions," this supervision bears a direct relationship to the complexity of the project to which the Associate level may be assigned as a supervisor. This also true in cases where the Associate level may be assigned to serve as a project engineer and/or coordinator.

The Distinguishing Characteristics section of the Associate level specification state that this class requires a "working knowledge" of the principals, practices and procedures of civil engineering. The Senior level requires an "extensive knowledge," which is appropriate for this "advanced level class." This differentiation is appropriate to the differences in the types of projects that may be assigned to the journey and Senior levels. As stated in the Distinguishing Characteristics section of the Senior C.E. specification:

Positions in this class may supervise and/or serve as project engineers/managers on the most technically complex, visible and/or high priority projects or programs. These projects require a high level of technical proficiency as well as coordinative/administrative responsibility. Most positions require the ability to coordinate the efforts of a multi-discipline, multi-agency project team [emphases added] to complete a defined assignment or CIP.

Thus, the complexity and visibility of the projects to which the Senior level is assigned are primary factors in determining the most appropriate classification level. The Distinguishing Characteristics section of the Senior level also allows for another element to be used in differentiating these two levels. The Senior level is required to have a "thorough knowledge of the area of practice." The Associate level specification makes no such demand. At the Senior level, however, this requisite is consistent with another element that appears in the Distinguishing Characteristics section. As it states: "This class may lead or supervise professionals and technicians or [emphasis added] serve as a technical expert in a civil engineering specialty area."

Finally, the Minimum Qualifications established for the Associate level C.E. include a Bachelor of Science degree in Civil Engineering or Civil Engineering Technology and three years of professional civil engineering experience; while the Senior level requires the same academic level of training, five years of professional C.E. experience, and a Washington Professional Engineer license.

When originally requested for creation in 1989 Special Ordinance - Request No. PR 16.1, a PDQ was created for the proposed position that clearly established its duties, in response to Question Nos. 13 and 14, as those of an Associate Civil Engineer. In fact, the minimum qualifications section of the PDQ, required only two years of experience besides the degree. Because this was to be a newly created position, information regarding the specific projects to which the position would be assigned was deliberately vague, as would be appropriate because, without knowing if the requested position would be approved, specific assignment decisions would not have been made. The justification for the creation of this position, however, as written in response to Question Nos. 32a and 32b on the 1989 PDQ, contains clear information about the level of work that is intended to be assigned.

Management responds in the affirmative to Question No. 32a., which asks if this request is the result of a new or expanded program, and states [with emphases added] the following:

Metro and Seattle Engineering Department secondary/CSO projects - minimum of ten large sewer projects that will require project management, design, design review and inter-agency coordination.

Responding to Question No. 32b., which asks what has changed, management states:

Recently, Metro and SED have identified a minimum of ten large secondary treatment and sewer separation projects that will have very large impacts on SWD facilities. These projects have been declared high priority by the City and many of the projects are being fast-tracked [emphasis added]. The Seattle Water Department must provide personnel to attend to these projects. This position will provide project management, project engineering and coordination for several of the above identified projects.

Thus, it is clear that, even at the time of the creation of the subject position, it was intended to manage high priority, high impact projects requiring multi-agency coordination. These factors alone carry primary weight in the Distinguishing Characteristics of the Civil Engineer specifications. In its First Administrative Review, which denied this appeal, the Classification and Compensation Unit referred precisely to these aspects of the Senior level specification stating:

Positions in this [Senior C.E.] classification perform senior-level civil engineering work and are required to coordinate the efforts of a multi-discipline, multi-agency project team to complete a defined assignment. Positions in the Senior Civil Engineer classification manage the most technically complex, visible projects as they lead other professionals and technicians.

It is clear from management's responses to Question Nos. 32a. and 32b. that this was precisely the intended utilization of the new position, were it to be approved.

Part of the difficulty with this case rests with the PDQ filled out by the Appellant, himself. As with the PDQ that management wrote, the Appellant's PDQ is somewhat vague in its descriptions of the actual projects to which he was assigned, and the actual complexity and skill level involved in the performance of his assigned tasks. It was not until his appeal, which was included in the Project at the Final Administrative Review stage, that the Appellant, in a 6/21/96 memo, clarified his duties with greater specificity, showing them to fully qualify as major, highly visible, multi-agency projects over which he had project management and coordination responsibilities.

The Appellant's 1994 PDQ included the following summary of work, in response to Question No. 13:

Specification writing, project management, engineering design, construction management, supervision of other engineers, construction estimating, implementation of regulations, and consultant supervision for C.I.P. projects. Projects include a \$20 million pipeline, \$2 million reservoir rehabilitation, and \$2 million pump station.

This summary is of a highly general nature and, given the criteria put forth in the specifications, does not adequately serve to demonstrate the visibility and complexity of the projects, thus allowing an analyst to determine the level of technical knowledge and expertise required to perform the work. As written, this work was described very general terms and, therefore, could easily be performed by the Associate C.E. level.

A review of the breakdown of duties also sheds little light of the complexity and visibility of the projects. Other than the use of the word "major" to describe the types of projects, there is no indication of complexity:

- A. 58% Write technical specifications for major C.I.P. projects. Supervise and review the preparation of technical specifications written by other engineers. Work with little or no supervision. Responsibility for accuracy of final documents.
- B. 11% Project management for major C.I.P. projects. Prepare project schedules, including work load forecasts and critical completion milestones. Chair meetings with other Divisions or outside agencies. Inform public of project elements at public hearings.
- C. 10% Engineering design for major C.I.P. projects. Design included pollution/erosion control plans for 5 mile pipeline project and reinforced concrete design for reservoir rehabilitation.
- D. 9% Monitor construction of major C.I.P. projects. Interpret specifications during construction. Insure pollution/erosion control requirements are being followed. Review shop submittals and supervise review of submittals by others.
- E. 6% Supervise other engineers for design, specification writing, and shop submittal review. The supervision includes assigning and monitoring work, performance evaluation, approving sick leave and vacation, and disciplinary review.

There aren't really any duties listed in this breakdown that may not be performed at the Associate level, inclusive of supervision. The only clues to the visibility and complexity of the projects involved are found in management's 1989 PDQ; references in this 1994 PDQ to the "major" nature of assigned C.I.P. projects, and duty "C" which refers to a 5 mile pipeline project that involved the design of pollution/erosion control plans. These clues, however, are important because they point to some further level of project visibility and complexity.

Responding to Question No. 28 on the 1994 PDQ, management clearly states that this is a Senior level position and establishes the desired minimum qualifications as a Bachelor of Science degree in Civil Engineering, five years of Civil Engineering experience and a P.E. license. This requirement corresponds to the Senior level. Placing the attainment of a P.E. license as among those factors necessary to perform the job attests to the higher level of complexity and responsibility associated with the tasks to which this position is assigned.

The Appellant's response to Question No. 20, also indicates that although the number of staff supervised changed, depending upon the needs of the Projects assigned, the Appellant was always serving in a supervisory capacity. While the Associate level may supervise, a holistic view of the Senior level specification shows this to be a responsibility that, as a constant part of a position's duties, leans more toward the Senior level.

The June 21, 1996 memo written by the Appellant to clarify his duties prior to the submission of his case at the Final Administrative Review stage, contains some further indications of the visibility and complexity of work. As part of his appeal, the Appellant writes the following:

The distinguishing characteristics for Senior Civil Engineer and examples of work not included in the Associate Civil Engineer classification include:

- ...manage the most technically complex, visible projects as they lead other professionals and technicians in the engineering assignments.
- ...work under limited supervision, independently resolving most routine problems....
- Supervises and/or prepares and monitors project schedules.
- Supervises hydraulic and/or hydrologic calculations and water supply and distribution system network analysis, including computer modeling.
- Prepares budgets, workload forecasts, project variance reports, and progress reports.

The Appellant is not entirely correct in his presentation, but he makes the point that, where duties listed in the Senior level are "Supervises and/or prepares....," those same duties listed at the Associate level do not include supervision. Therefore, while the Associate level may prepare a project schedule, this responsibility does not extend to supervision of others performing that function. The same is true of work on hydraulic and/or hydrologic calculations. While an Associate may perform this work, the Examples of Work at the Associate level do not extend the responsibility to the supervision of others performing this work.

While it is true that, according to Personnel Rule 2.2.100, specific examples of work may not be construed as all inclusive or restrictive in allocating a position to a class, the rule also requires a holistic view of the duties and responsibilities of the position. The Appellant continues his clarification of his assigned tasks by stating:

My responsibilities included supervising the specifications and erosion control portions of a \$20 million pipeline project, responsibility for both the design and specifications for a \$1.8 million reservoir project, and supervising the procurement and implementation of hydraulic transients analysis computer software. The pipeline, especially, was large, complex, and the Department's most highly visible and critical project at that time.

This elaboration of duties further shows that the Appellant was serving as the "technical expert" in the erosion control portions of the project. This qualifies as an "civil engineering specialty area," which is another of the specific differentiating factors between the Associate and Senior levels of the Civil Engineering series.

Thus, taking all of the factors into consideration, a much more clear picture of the complexity of assigned projects comes into view. Adding the fact that the assigned projects were high visibility, multi-agency projects, requiring specialized technical expertise, along with constant supervisory responsibility, and Senior level minimum qualifications, and it is clear that this position should be classified at the Senior level and, perhaps, should have been requested as such in the 1989 budget, which established it as working on multi-agency high priority projects.

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.

Viewing the subject position in the required holistic manner, it is clear that the duties, responsibilities, general and specific tasks, and required minimum qualifications clearly establish it as a Senior Civil Engineer.

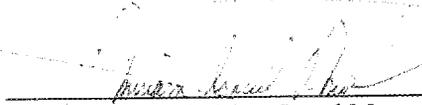
IV. CONCLUSION:

The subject position, although it was established in 1989 at the Associate level of the Civil Engineering series, was likely to have been classified as such based on pre-Project specifications. The Project specifications for this series contain certain differentiating factors that apply directly to the duties and responsibilities of this position even as they were generally set forth on the 1989 PDQ utilized for the budget request. It was clear even at that time that the subject position would be utilized to manage and/or coordinate work on large, high impact, high priority, interagency projects. The duties and responsibilities involved in the Appellant's work include supervision of staff as well as serving as technical expert in erosion control. The minimum qualifications established by management for this position are consistent with the Senior level of the Civil Engineering series, which is the most appropriate classification for the duties and responsibilities that are required to be performed.

V. 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, and the specifications established for the Associate and Senior Civil Engineer levels, it is the recommendation of this office that the classification allocation determination of the Classification and Compensation Unit be revised in this case, and that this position be reclassified to the level of Senior Civil Engineer, effective January 2, 1991.

Submitted to the Director
September 20, 1996



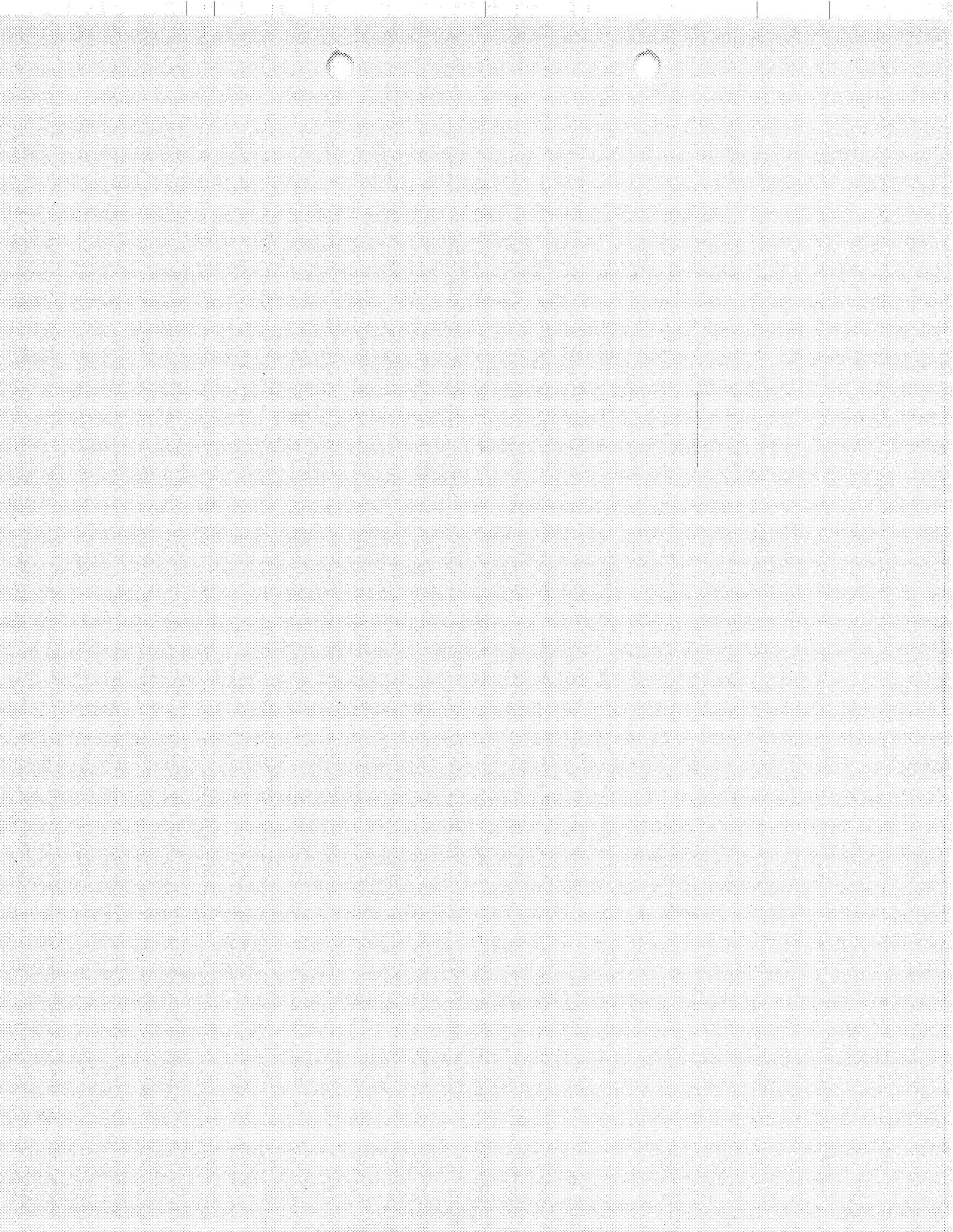
Miriam Israel Moses
Classification Project Appeals Examiner

DIRECTOR UPHOLDS 9/27/96
Date
DIRECTOR REVERSES _____
Date



Sarah Welch
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.



Department: Administrative Services									
Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/96)	Cost of Previous 1996 Actions	Total Cost of 1996 Actions	12 Months Cost at 1996 Rates	
96-1027	Systems Analyst, Senior	Systems Analyst	1	7/30/96	\$4,097			\$9,832	
96-785	Installation Maintenance Worker	Maintenance Laborer	1	4/17/95	\$5,634			\$3,261	
Department Totals:						\$9,731	\$57,928	\$67,659	\$13,093

Department: City Light									
Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/96)	Cost of Previous 1996 Actions	Total Cost of 1996 Actions	12 Months Cost at 1996 Rates	
95-326	Accounting Technician III-BU	Accounting Technician II-BU	1	7/5/95	\$5,497			\$3,699	
115-91	Asst. Labor Relations Coord.	Program Assistant	1	12/30/85	\$72,676			\$7,245	
96-862	Customer Service Representative, Senior	Customer Service Representative	1	4/9/92	\$0			\$0	
96114	Systems Analyst, Senior	Electrician Constructor-Operator Incumbent	1	4/28/95	\$11,612			\$6,303	
95-323	Research & Evaluation Assistant-BU	Research & Evaluation Assistant I-BU	1	1/2/91	\$0			\$0	
960759	Rights of Way Maintenance Worker, Senior	Rights of Way Maintenance Worker	1	10/31/95	\$3,146			\$2,531	
95-0112Re	Mgmt. Systems Analyst, Sr.	Systems Analyst	1	4/26/95	\$17,006			\$9,832	
96-799	Systems Analyst, Senior	Systems Analyst	1	4/26/95	\$17,006			\$9,832	
96-885	Hydroelectric Maint. Machinist	Machinist Specialist	1	11/1/92	\$61,104			\$15,357	
96-839	Accounting Technician II-BU	Accounting Technician I-BU	1	5/17/96	\$1,817			\$2,726	
96-897	Hydro. Maint Worker-Boundary II	Hydro. Maint. Worker-Boundary I	1	9/4/96	\$576			\$1,728	
Department Totals:						\$190,040	\$876,195	\$1,066,235	\$59,253

Department: Construction & Land Use									
Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/96)	Cost of Previous 1996 Actions	Total Cost of 1996 Actions	12 Months Cost at 1996 Rates	
96-857	Manager X	Personnel Manager	1	7/1/96	\$2,689			\$5,379	
Department Totals:						\$28,390	\$31,079	\$5,379	

Department: Engineering									
Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/96)	Cost of Previous 1996 Actions	Total Cost of 1996 Actions	12 Months Cost at 1996 Rates	
96-755	Carpenter	Bridge Carpentry & Maintenance Lead	2	5/19/92	\$11,861			\$2,677	
96-865	Civil Engineer, Assistant	Civil Engineering Specialist, Assistant	1	8/24/94	\$7,534			\$3,188	
96-602	Systems Analyst, Senior	Data Proc. Systems Analyst	1	9/7/95	\$13,021			\$9,832	
96-603	Principal Systems Analyst	Systems Analyst, Senior	1	9/8/95	\$8,348			\$6,303	
96-870	Acctg. Tech. Supervisor-BU	Acctg. Tech. III-BU	1	1/2/91	\$14,919			\$3,164	
96-742	Civil Eng. Specialist, Senior	Civil Eng. Spec., Asst. III	1	11/22/92	\$45,025			\$11,317	
94-185	Acctg. Tech. Supervisor	Acctg. Tech. II-BU	1	3/10/93	\$27,100			\$6,863	
94-507	Acctg. Tech. III-BU	Acctg. Tech. II-BU	1	9/22/94	\$9,362			\$3,699	
94-504/505	Acctg. Tech. III-BU	Acctg. Tech. II-BU	2	6/22/94	\$20,793			\$7,399	
96-888	Admin. Spec. III-BU	Admin. Spec. II	1	8/24/95	\$4,356			\$2,896	
Department Totals:						\$444,205	\$606,524	\$57,338	

Department: Executive--Economic Development									
Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/96)	Cost of Previous 1996 Actions	Total Cost of 1996 Actions	12 Months Cost at 1996 Rates	
	Accounting Technician II	Development Finance Specialist, Senior	1	7/17/96	\$0			\$0	
Department Totals:						\$0	\$0	\$0	

Department: Executive--Management & Planning									
Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/96)	Cost of Previous 1996 Actions	Total Cost of 1996 Actions	12 Months Cost at 1996 Rates	
	No actions this ordinance.								
Department Totals:						\$0	\$31,296	\$0	

Department: Executive--Mayor's Office										
Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/96)	Cost of Previous 1996 Actions	Total Cost of 1996 Actions	12 Months Cost at 1996 Rates		
	No actions this ordinance.				\$0	\$0	\$0	\$0		\$0
Department Totals:										
					\$0	\$0	\$0	\$0		\$0

Department: Executive--Neighborhood Planning Office										
Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/96)	Cost of Previous 1996 Actions	Total Cost of 1996 Actions	12 Months Cost at 1996 Rates		
	No actions this ordinance				\$0	\$0	\$0	\$0		\$0
Department Totals:										
					\$0	\$0	\$0	\$0		\$0

Department: Executive--Women's Rights										
Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/96)	Cost of Previous 1996 Actions	Total Cost of 1996 Actions	12 Months Cost at 1996 Rates		
	No actions this ordinance.				\$0	\$0	\$0	\$0		\$0
Department Totals:										
					\$0	\$0	\$0	\$0		\$0

Department: Finance									
Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/96)	Cost of Previous 1996 Actions	Total Cost of 1996 Actions	12 Months Cost at 1996 Rates	
96-860	Management Systems Analyst, Senior	Accountant, Senior	1	9/18/95	\$19,043			\$14,384	
Department Totals:						\$44,223	\$63,266	\$14,384	

Department: Fire									
Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/96)	Cost of Previous 1996 Actions	Total Cost of 1996 Actions	12 Months Cost at 1996 Rates	
	No actions this ordinance.								
Department Totals:						\$0	\$0	\$0	

Department: Housing & Human Services									
Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/96)	Cost of Previous 1996 Actions	Total Cost of 1996 Actions	12 Months Cost at 1996 Rates	
96-705	Systems Analyst, Principal	Management Systems Analyst, Senior	1	1/2/96	\$6,303			\$6,303	
Department Totals:						\$65,015	\$71,318	\$6,303	

Department: Law									
Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/96)	Cost of Previous 1996 Actions	Total Cost of 1996 Actions	12 Months Cost at 1996 Rates	
	No actions this ordinance.								
Department Totals:					\$0	\$0	\$0	\$0	

Department: Legislative									
Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/96)	Cost of Previous 1996 Actions	Total Cost of 1996 Actions	12 Months Cost at 1996 Rates	
	No actions this ordinance.								
Department Totals:					\$0	\$0	\$0	\$0	

Department: Municipal Court									
Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/96)	Cost of Previous 1996 Actions	Total Cost of 1996 Actions	12 Months Cost at 1996 Rates	
95-676	Administrative Specialist II-MC	Administrative Specialist I-BU	1	11/13/95	\$3,054			\$2,726	
96-907	Administrative Support Supervisor-MC	Administrative Specialist II-MC	2	6/17/96	\$6,977			\$10,465	
Department Totals:					\$10,031	\$136,750	\$146,781	\$13,191	

Department: Neighborhoods, Department of									
Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/96)	Cost of Previous 1996 Actions	Total Cost of 1996 Actions	12 Months Cost at 1996 Rates	
	No actions this ordinance.								
Department Totals:					\$0	\$28,366	\$28,366		\$0

Department: Parks & Recreation									
Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/96)	Cost of Previous 1996 Actions	Total Cost of 1996 Actions	12 Months Cost at 1996 Rates	
950682	Recreation Program Specialist	Recreation Leader	1	10/23/95	\$5,506			\$4,429	
96-802	Manager VI	Parks Horticulturist	1	1/1/95	\$2,361			\$1,193	
96-803	Planning & Devel Spec. II	Landscape Supervisor	1	1/1/95	\$11,268			\$5,719	
96-804	Planning & Devel Spec. I	Planning & Devel Spec. II	1	30 days	\$0			\$0	
960806	Senior Security Officer	Security Officer	1	9/17/95	\$4,089			\$3,091	
Department Totals:					\$23,224	\$107,029	\$130,253	\$14,432	

Department: Personnel									
Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/96)	Cost of Previous 1996 Actions	Total Cost of 1996 Actions	12 Months Cost at 1996 Rates	
	No actions this ordinance.								
Department Totals:					\$0	\$0	\$0	\$0	

Department: Planning Commission								
Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/96)	Cost of Previous 1996 Actions	Total Cost of 1996 Actions	12 Months Cost at 1996 Rates
	No actions this ordinance.				\$0	\$0	\$0	\$0
Department Totals:								\$0

Department: Police								
Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/96)	Cost of Previous 1996 Actions	Total Cost of 1996 Actions	12 Months Cost at 1996 Rates
96818	Personnel Specialist, Assistant	Administrative Specialist I-BU	1	1/9/96	\$6,425			\$6,425
95-445	Executive Assistant, Senior	Staff Asst-Police Personnel	1	3/21/95	\$7,468			\$3,553
96819	Personnel Specialist, Assistant	Administrative Specaillist I-BU	1	1/9/96	\$6,425			\$6,425
96-867	Manager XII	Police Records and Information Manager	1	3/21/95	\$7,620			\$4,210
961084	Admin. Staff Assistant	Admin. Specialist II	1	3/21/95	\$20,529			\$11,341
961085	Admin. Staff Assistant	Admin. Specialist II	1	3/21/95	\$20,529			\$11,341
961086	Admin. Staff Assistant	Admin. Specialist I-BU	1	3/21/95	\$25,465			\$14,067
961087	Admin. Staff Assistant	Admin. Specialist II-BU	1	3/21/95	\$20,529			\$11,341
961088	Admin. Staff Assistant	Admin. Specialist II-BU	1	3/21/95	\$20,529			\$11,341
961089	Admin. Staff Assistant	Admin. Specialist I-BU	1	3/21/95	\$25,465			\$14,067
95-441A	Sr. Grants & Contracts Spec.	Admin. Specialist III	1	3/21/95	\$18,943			\$10,465
95-448A	Manager I	Office Services Manager	1	3/21/95	\$10,542			\$5,817
95-449	Admin. Specialist III-BU	Police Court Services Supv.	1	30 days	\$0			\$0
96-716A	Admin. Specialist II-BU	Admin. Specialist I-BU	1	7/3/95	\$3,712			\$2,726
96-717A	Acctg. Tech. III-BU	Acctg. Tech. II-BU	1	7/27/95	\$5,841			\$3,699
Department Totals:								\$179,552
						\$19,762	\$199,314	\$99,758

Department: Seattle Center									
Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/96)	Cost of Previous 1996 Actions	Total Cost of 1996 Actions	12 Months Cost at 1996 Rates	
96797	Executive Assistant, Senior	Events Booking Supervisor	1	1/1/96	\$8,397			\$8,397	
95157	Events Service Supervisor	Sr. Events Service Rep.	1	9/17/94	\$12,615			\$4,454	
96-661	Personnel Manager	Superv. Personnel Specialist	1	8/15/94	\$20,036			\$8,470	
Department Totals:						\$53,491	\$94,539	\$21,321	

Department: Seattle Public Utilities/Water Department									
Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/96)	Cost of Previous 1996 Actions	Total Cost of 1996 Actions	12 Months Cost at 1996 Rates	
96-1065	Customer Service Rep.	Credit Representative	1	3/25/96	\$2,738			\$3,286	
96-1086	Finance Analyst, Senior	Mgmt. Systems Analyst	1	9/9/96	\$1,858			\$5,573	
96-1067	Finance Analyst, Senior	MSA ilo MSA, Senior	1	9/9/96	\$1,858			\$5,573	
96-1117	Customer Serv. Rep, Superv.	Customer Serv. Rep.	1	12/31/96	\$718			\$8,616	
95-100	Utility Hearing Officer	Credit & Collec. Supervisor	1	8/15/94	\$21,287			\$8,859	
95-723	Warehouse	Accounting Tech. II-BU	1	1/1/96	\$0			\$0	
95-690	Utility Accounts Superv.	Accounting Tech. II-BU	1	12/7/95	\$10,234			\$9,467	
96-851	Admin. Spec. II-BU	Admin. Spec. I-BU	1	5/30/96	\$1,817			\$2,726	
95-846	Systems Programmer Analyst	Admin. Spec. I	1	5/2/96	\$10,936			\$16,404	
96-847	Admin. Staff Assistant	Cust. Service Rep. Senior	1	1/1/95	\$16,598			\$8,421	
95-685	Systems Analyst	Data Proc. Systems Analyst	1	1/2/91	\$0			\$0	
95-643	Meter Reader, Senior	Meter Reader	1	8/14/95	\$9,608			\$6,839	
95-640	Manager IX	Capital Proj. Coord., Senior	1	6/21/95	\$12,049			\$7,691	
96-1063	Material Controller	Accounting Tech. II-BU	1	1/1/96	\$2,166			\$2,166	
96-848	Water Quality Analyst, Prin.	Water Quality Analyst, Senior	1	1/3/91	\$18,813			\$3,991	
Department Totals:						\$130,279	\$240,959	\$89,612	
Department: All Departments (Grand Total)									

Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/96)	Cost of Previous 1996 Actions	Total Cost of 1996 Actions	12 Months Cost at 1996 Rates
					\$755,060	\$2,022,929	\$2,777,989	\$401,341
Grand Totals:								

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: Admin. Svcs.

Report Number: 96-1027
 Effective Date: 7/30/96

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Systems Analyst, Senior (37.5A)	\$27.03	Systems Analyst (N/A)	\$22.99	\$4.04	5	\$3,514.80	\$8,435.52
Previous Year: 1995					\$0.00	12	\$0.00	
Previous Year: 1994					\$0.00	12	\$0.00	
Previous Year: 1993					\$0.00	12	\$0.00	
Previous Year: 1992					\$0.00	12	\$0.00	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							\$3,514.80	\$8,435.52
Plus 16.56% for Benefits							\$582.05	\$1,396.92
Cost Estimate Per Position							\$4,096.85	\$9,832.44
Number of Positions							1	1
Total Cost Estimate							\$4,096.85	\$9,832.44

COSTING FOR QUARTERLY ORDINANCE

Report Number: 95-39
 Effective Date: 4/17/95

Quarter/Year: 4/96
 Department: Administrative Services

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Installation Maintenance Worker (N/A)	\$ 16.01	Maintenance Laborer (21.5E)	\$ 14.67	\$ 1.34	12	\$ 2,797.92	\$ 2,797.92
Previous Year: 1995		\$ 15.56		\$ 14.26	\$ 1.30	9	\$ 2,035.80	
Previous Year: 1994					\$ 0.00	12	\$ 0.00	
Previous Year: 1993					\$ 0.00	12	\$ 0.00	
Previous Year: 1992					\$ 0.00	12	\$ 0.00	
Previous Year: 1991					\$ 0.00	12	\$ 0.00	
Subtotal							\$ 4,833.72	\$ 2,797.92
Plus 16.56% for Benefits							\$ 800.46	\$ 463.34
Cost Estimate Per Position							\$ 5,634.18	\$ 3,261.26
Number of Positions						1		
Total Cost Estimate							\$ 5,634.18	\$ 3,261.26

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: City Light

Report Number: 95-326
 Effective Date: 7/5/95

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Accounting Technician III- BU (25.0B)	\$16.78	Accounting Technician II- BU (22.5B)	\$15.26	\$1.52	12	\$3,173.76	\$3,173.76
Previous Year: 1995		\$16.31		\$14.83	\$1.48	6	\$1,542.16	
Previous Year: 1994					\$0.00	12	\$0.00	
Previous Year: 1993					\$0.00	12	\$0.00	
Previous Year: 1992					\$0.00	12	\$0.00	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							\$4,715.92	\$3,173.76
Plus 16.56% for Benefits							\$780.96	\$525.57
Cost Estimate Per Position							\$5,496.87	\$3,699.33
Number of Positions							1	1
Total Cost Estimate							\$5,496.87	\$3,699.33

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: City Light

Report Number: 96-862
 Effective Date: 4/9/92

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Customer Service Representative, Sr (N/A)	\$16.46	Customer Service Representative (N/A)	\$15.26	\$1.20	12	\$2,505.60	\$2,505.60
Previous Year: 1995					\$0.00	9	\$0.00	
Previous Year: 1994					\$0.00	12	\$0.00	
Previous Year: 1993					\$0.00	12	\$0.00	
Previous Year: 1992					\$0.00	12	\$0.00	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							\$2,505.60	\$2,505.60
Plus 16.56% for Benefits							\$414.93	\$414.93
Cost Estimate Per Position							\$2,920.53	\$2,920.53
Number of Positions							1	1
Total Cost Estimate	NO COST--CORRECTION ONLY						\$2,920.53	\$2,920.53

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: City Light

Report Number: 96114
 Effective Date: 4/28/95

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Systems Analyst, Senior (37.5A)	\$27.03	Electrician Constructor- Operator Incumbent (N/A)	\$24.44	\$2.59	12	\$5,407.92	\$5,407.92
Previous Year: 1995		\$26.27		\$23.36	\$2.91	9	\$4,554.27	
Previous Year: 1994					\$0.00	12	\$0.00	
Previous Year: 1993					\$0.00	12	\$0.00	
Previous Year: 1992					\$0.00	12	\$0.00	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							\$9,962.19	\$5,407.92
Plus 16.56% for Benefits							\$1,649.74	\$895.55
Cost Estimate Per Position							\$11,611.93	\$6,303.47
Number of Positions							1	1
Total Cost Estimate							\$11,611.93	\$6,303.47

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: City Light

Report Number: 115-91
 Effective Date: 12/30/85

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
	Assistant Labor Relations Coordinator (29.5A)		Program Assistant (24.5A)					
Current Year Ends 12/31/96		\$ 19.92		\$ 16.45	\$ 3.47	12	\$ 7,245.36	\$ 7,245.3
Previous Year: 1995		\$ 19.36		\$ 15.99	\$ 3.37	12	\$ 7,036.56	
Previous Year: 1994		\$ 18.71		\$ 15.45	\$ 3.26	12	\$ 6,806.88	
Previous Year: 1993		\$ 18.27		\$ 15.09	\$ 3.18	12	\$ 6,639.84	
Previous Year: 1992		\$ 17.70		\$ 14.62	\$ 3.08	12	\$ 6,431.04	
Previous Year: 1991		\$ 16.86		\$ 13.92	\$ 2.94	12	\$ 6,138.72	
Subtotal							\$ 34,159.68	\$ 7,245.36
Plus 16.56% for Benefits							\$ 5,656.84	\$ 1,199.83
Cost Estimate Per Position							\$ 39,816.52	\$ 8,445.19
Number of Positions							1	1
Total Cost Estimate							\$ 39,816.52	\$ 8,445.19

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: City Light

Report Number: 115-91
 Effective Date: 12/30/85

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1990 Rate
Assistant Labor Relations Coordinator			Program Assistant (24.5A)					
Previous Year: 1990		\$ 16.86		\$ 13.92	\$ 2.94	12	\$ 6,138.72	\$ 6,138.72
Previous Year: 1989		\$ 16.07		\$ 13.25	\$ 2.82	12	\$ 5,888.16	
Previous Year: 1988		\$ 15.36		\$ 12.67	\$ 2.69	12	\$ 5,616.72	
Previous Year: 1987		\$ 14.47		\$ 11.94	\$ 2.53	12	\$ 5,282.64	
Previous Year: 1986		\$ 14.47		\$ 11.94	\$ 2.53	12	\$ 5,282.64	
Previous Year: 1985		\$ 14.40		\$ 11.88	\$ 2.52	1	\$ 438.48	
Subtotal							\$ 28,208.88	\$ 6,138.72
Plus 16.56% for Benefits							\$ 4,671.39	\$ 1,016.57
Cost Estimate Per Position							\$ 32,880.27	\$ 7,155.29
Number of Positions						1		
Total Cost Estimate							\$ 32,880.27	\$ 7,155.29

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department:

Report Number: 95-323
 Effective Date: 1/2/91

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Research & Evaluation Assistant-BU (27.5A)	\$18.44	Research & Evaluation Assistant I-BU (27.5A)	\$18.44	\$0.00	12	\$0.00	\$0.00
Previous Year: 1995					\$0.00	12	\$0.00	
Previous Year: 1994					\$0.00	12	\$0.00	
Previous Year: 1993					\$0.00	12	\$0.00	
Previous Year: 1992					\$0.00	12	\$0.00	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							\$0.00	\$0.00
Plus 16.56% for Benefits							\$0.00	\$0.00
Cost Estimate Per Position							\$0.00	\$0.00
Number of Positions							1	1
Total Cost Estimate	NO COST--TITLE CHANGE ONLY						\$0.00	\$0.00

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: City Light

Report Number: 960759
 Effective Date: 10/31/95

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
	Rights of Way Maintenance Worker, Senior (N/A)	\$18.29	Rights of Way Maintenance Worker (N/A)	\$17.25	\$1.04	12	\$2,171.52	\$2,171.52
Current Year Ends 12/31/96		\$17.77		\$16.76	\$1.01	3	\$527.22	
Previous Year: 1995								
Previous Year: 1994					\$0.00	12	\$0.00	
Previous Year: 1993					\$0.00	12	\$0.00	
Previous Year: 1992					\$0.00	12	\$0.00	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							\$2,698.74	\$2,171.52
Plus 16.56% for Benefits							\$446.91	\$359.60
Cost Estimate Per Position							\$3,145.65	\$2,531.12
Number of Positions							1	1
Total Cost Estimate							\$3,145.65	\$2,531.12

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: City Light

Report Number: 95-0112Re
 Effective Date: 4/26/95

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Mgmt. Systems Analyst, Sr. (37.5A)	\$27.03	Systems Analyst (N/A)	\$22.99	\$4.04	12	\$8,435.52	\$8,435.52
Previous Year: 1995		\$26.27		\$22.34	\$3.93	9	\$6,154.38	
Previous Year: 1994					\$0.00	12	\$0.00	
Previous Year: 1993					\$0.00	12	\$0.00	
Previous Year: 1992					\$0.00	12	\$0.00	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							\$14,589.90	\$8,435.52
Plus 16.56% for Benefits							\$2,416.09	\$1,396.92
Cost Estimate Per Position							\$17,005.99	\$9,832.44
Number of Positions							1	1
Total Cost Estimate							\$17,005.99	\$9,832.44

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: City Light

Report Number: 96-799
 Effective Date: 4/26/95

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Systems Analyst, Senior (37.5A)	\$27.03	Systems Analyst (N/A)	\$22.99	\$4.04	12	\$8,435.52	\$8,435.52
Previous Year: 1995		\$26.27		\$22.34	\$3.93	9	\$6,154.38	
Previous Year: 1994					\$0.00	12	\$0.00	
Previous Year: 1993					\$0.00	12	\$0.00	
Previous Year: 1992					\$0.00	12	\$0.00	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							\$14,589.90	\$8,435.52
Plus 16.56% for Benefits							\$2,416.09	\$1,396.92
Cost Estimate Per Position							\$17,005.99	\$9,832.44
Number of Positions							1	1
Total Cost Estimate							\$17,005.99	\$9,832.44

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: City Light

Report Number: 96-885
 Effective Date: 11/1/92

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Hydroelectric Maintenance							
Previous Year: 1995	Machinist (NA)	\$22.01	Machinist Specialist (N/A)	\$15.70	\$6.31	12	\$13,175.28	\$13,175.
Previous Year: 1994		\$21.39		\$15.26	\$6.13	12	\$12,799.44	
Previous Year: 1993		\$20.67		\$14.74	\$5.93	12	\$12,381.84	
Previous Year: 1992		\$20.19		\$14.39	\$5.80	12	\$12,110.40	
Previous Year: 1991		19.56		13.94	\$5.62	2	\$1,955.76	
Subtotal					\$0.00	12	\$0.00	
Plus 16.56% for Benefits							\$52,422.72	\$13,175.28
Cost Estimate Per Position							\$8,681.20	\$2,181.83
Number of Positions							\$61,103.92	\$15,357.11
Total Cost Estimate							\$61,103.92	\$15,357.11

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: City Light

Report Number: 96-839
 Effective Date: 5/17/96

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Accounting Technician II- BU (22.5B)	\$15.26	Accounting Technician I- BU (20.5B)	\$14.14	\$1.12	8	\$1,559.04	\$2,338.56
Previous Year: 1995					\$0.00	12	\$0.00	
Previous Year: 1994					\$0.00	12	\$0.00	
Previous Year: 1993					\$0.00	12	\$0.00	
Previous Year: 1992					\$0.00	12	\$0.00	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							\$1,559.04	\$2,338.56
Plus 16.56% for Benefits							\$258.18	\$387.27
Cost Estimate Per Position							\$1,817.22	\$2,725.83
Number of Positions							1	1
Total Cost Estimate							\$1,817.22	\$2,725.83

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: City Light

Report Number: 96-897
 Effective Date: 9/4/96

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Hydroelectric Maint. Worker-Boundary II (N/A)	\$15.75	Hydroelectric Maint. Work-Boundary I (N/A)	\$15.04	\$0.71	4	\$494.16	\$1,482.48
Previous Year: 1995					\$0.00	12	\$0.00	
Previous Year: 1994					\$0.00	12	\$0.00	
Previous Year: 1993					\$0.00	12	\$0.00	
Previous Year: 1992					\$0.00	12	\$0.00	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							\$494.16	\$1,482.48
Plus 16.56% for Benefits							\$81.83	\$245.50
Cost Estimate Per Position							\$575.99	\$1,727.98
Number of Positions							1	1
Total Cost Estimate							\$575.99	\$1,727.98

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96

Department: Const. & Land Use

Report Number: 96-857

Effective Date: 7/1/96

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Manager X (41.0A)	\$30.74	Personnel Manager (39.0A)	\$28.53	\$2.21	6	\$2,307.24	\$4,614.48
Previous Year: 1995					\$0.00	12	\$0.00	
Previous Year: 1994					\$0.00	12	\$0.00	
Previous Year: 1993					\$0.00	12	\$0.00	
Previous Year: 1992					\$0.00	12	\$0.00	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							\$2,307.24	\$4,614.48
Plus 16.56% for Benefits							\$382.08	\$764.16
Cost Estimate Per Position							\$2,689.32	\$5,378.64
Number of Positions							1	1
Total Cost Estimate							\$2,689.32	\$5,378.64

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: Engineering

Report Number: 96-755
 Effective Date: 5/19/92

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Carpenter (N/A)	\$18.99	Bridge Carpentry & Maintenance Lead (27.5C)	\$18.44	\$0.55	12	\$1,148.40	\$1,148.40
Previous Year: 1995		\$18.45		\$17.92	\$0.53	12	\$1,106.64	
Previous Year: 1994		\$17.83		\$17.31	\$0.52	12	\$1,085.76	
Previous Year: 1993		\$17.41		\$16.90	\$0.51	12	\$1,064.88	
Previous Year: 1992		16.87		16.38	\$0.49	8	\$682.08	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							\$5,087.76	\$1,148.40
Plus 16.56% for Benefits							\$842.53	\$190.18
Cost Estimate Per Position							\$5,930.29	\$1,338.58
Number of Positions						2		2
Total Cost Estimate							\$11,860.59	\$2,677.15

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: Engineering

Report Number: 96-865
 Effective Date: 8/24/94

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Civil Engineer, Assistant (N/A)	\$23.44	Civil Engineering Specialist, Assistant (N/A)	\$22.13	\$1.31	12	\$2,735.28	\$2,735.28
Previous Year: 1995		\$22.78		\$21.51	\$1.27	12	\$2,658.19	
Previous Year: 1994		\$22.01		\$20.78	\$1.23	5	\$1,070.10	
Previous Year: 1993					\$0.00	12	\$0.00	
Previous Year: 1992					\$0.00	12	\$0.00	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							\$6,463.57	\$2,735.28
Plus 16.56% for Benefits							\$1,070.37	\$452.96
Cost Estimate Per Position							\$7,533.94	\$3,188.24
Number of Positions							1	1
Total Cost Estimate							\$7,533.94	\$3,188.24

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: Engineering

Report Number: 96-602
 Effective Date: 9/7/95

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Systems Analyst, Senior (37.5A)	\$27.03	Data Proc. Systems Analyst (N/A)	\$22.99	\$4.04	12	\$8,435.52	\$8,435.52
Previous Year: 1995		\$26.27		\$22.34	\$3.93	4	\$2,735.28	
Previous Year: 1994					\$0.00	12	\$0.00	
Previous Year: 1993					\$0.00	12	\$0.00	
Previous Year: 1992					\$0.00	12	\$0.00	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							\$11,170.80	\$8,435.52
Plus 16.56% for Benefits							\$1,849.88	\$1,396.92
Cost Estimate Per Position							\$13,020.68	\$9,832.44
Number of Positions							1	1
Total Cost Estimate							\$13,020.68	\$9,832.44

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: Engineering

Report Number: 96-603
 Effective Date: 9/8/95

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Principal Systems Analyst (40.0A)	\$29.62	Systems Analyst, Senior (37.5A)	\$27.03	\$2.59	12	\$5,407.92	\$5,407.92
Previous Year: 1995		\$28.79		\$26.27	\$2.52	4	\$1,753.92	
Previous Year: 1994					\$0.00	12	\$0.00	
Previous Year: 1993					\$0.00	12	\$0.00	
Previous Year: 1992					\$0.00	12	\$0.00	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							\$7,161.84	\$5,407.92
Plus 16.56% for Benefits							\$1,186.00	\$895.55
Cost Estimate Per Position							\$8,347.84	\$6,303.47
Number of Positions							1	1
Total Cost Estimate							\$8,347.84	\$6,303.47

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: Engineering

Report Number: 96-870
 Effective Date: 1/2/91

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Accounting Technician Supervisor-BU (27.0B)	\$18.08	Accounting Technician III-BU (25.0B)	\$16.78	\$1.30	12	\$2,714.40	\$2,714.40
Previous Year: 1995		\$17.57		\$16.31	\$1.26	12	\$2,630.88	
Previous Year: 1994		\$16.98		\$15.76	\$1.22	12	\$2,547.36	
Previous Year: 1993		\$16.58		\$15.39	\$1.19	12	\$2,484.72	
Previous Year: 1992		\$16.07		\$14.91	\$1.16	12	\$2,422.08	
Previous Year: 1991		\$15.31		\$14.20	\$1.11	12	\$2,317.68	
Subtotal							\$12,799.44	\$2,714.40
Plus 16.56% for Benefits							\$2,119.59	\$449.50
Cost Estimate Per Position							\$14,919.03	\$3,163.90
Number of Positions							1	1
Total Cost Estimate							\$14,919.03	\$3,163.90

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: Engineering

Report Number: 96-742
 Effective Date: 11/22/92

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Civil Engineering Specialist, Senior (N/A)	\$26.78	Civil Engineering Specialist, Assistant III (N/A)	\$22.13	\$4.65	12	\$9,709.20	\$9,709.20
Previous Year: 1995		\$26.03		\$21.51	\$4.52	12	\$9,437.76	
Previous Year: 1994		\$25.15		\$20.78	\$4.37	12	\$9,124.56	
Previous Year: 1993		\$24.56		\$20.29	\$4.27	12	\$8,915.76	
Previous Year: 1992		\$23.80		\$19.66	\$4.14	2	\$1,440.72	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							\$38,628.00	\$9,709.20
Plus 16.56% for Benefits							\$6,396.80	\$1,607.84
Cost Estimate Per Position							\$45,024.80	\$11,317.04
Number of Positions							1	1
Total Cost Estimate							\$45,024.80	\$11,317.04

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: Engineering

Report Number: 94-185
 Effective Date: 3/10/93

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Accounting Technician Supervisor (27.0B)	\$18.08	Accounting Technician II-BU (22.5B)	\$15.26	\$2.82	12	\$5,888.16	\$5,888.16
Previous Year: 1995		\$17.57		\$14.55	\$3.02	12	\$6,305.76	
Previous Year: 1994		\$16.98		\$14.06	\$2.92	12	\$6,096.96	
Previous Year: 1993		\$16.58		\$13.73	\$2.85	10	\$4,959.00	
Previous Year: 1992					\$0.00	12	\$0.00	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							\$23,249.88	\$5,888.16
Plus 16.56% for Benefits							\$3,850.18	\$975.08
Cost Estimate Per Position							\$27,100.06	\$6,863.24
Number of Positions							1	1
Total Cost Estimate							\$27,100.06	\$6,863.24

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: Engineering

Report Number: 94-507
 Effective Date: 9/22/94

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Accounting Technician III- BU (25.0B)	\$16.78	Accounting Technician II- BU (22.5B)	\$15.26	\$1.52	12	\$3,173.76	\$3,173.76
Previous Year: 1995		\$16.31		\$14.55	\$1.76	12	\$3,674.88	
Previous Year: 1994		\$15.76		\$14.06	\$1.70	4	\$1,183.20	
Previous Year: 1993					\$0.00	10	\$0.00	
Previous Year: 1992					\$0.00	12	\$0.00	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							\$8,031.84	\$3,173.76
Plus 16.56% for Benefits							\$1,330.07	\$525.57
Cost Estimate Per Position							\$9,361.91	\$3,699.33
Number of Positions							1	1
Total Cost Estimate							\$9,361.91	\$3,699.33

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: Engineering

Report Number: 94-504/505
 Effective Date: 6/22/94

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Accounting Technician III- BU (25.0B)	\$16.78	Accounting Technician II- BU (22.5B)	\$15.26	\$1.52	12	\$3,173.76	\$3,173.76
Previous Year: 1995		\$16.31	Accounting Technician II- BU (22.0B)	\$14.55	\$1.76	12	\$3,674.88	
Previous Year: 1994		\$15.76		\$14.06	\$1.70	7	\$2,070.60	
Previous Year: 1993					\$0.00	12	\$0.00	
Previous Year: 1992					\$0.00	12	\$0.00	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							\$8,919.24	\$3,173.76
Plus 16.56% for Benefits							\$1,477.03	\$525.57
Cost Estimate Per Position							\$10,396.27	\$3,699.33
Number of Positions							2	2
Total Cost Estimate							\$20,792.53	\$7,398.67

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: Engineering

Report Number: 96-888
 Effective Date: 8/24/95

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Administrative Specialist III-BU (24.5B)	\$16.45	Administrative Specialist II-BU (22.5B)	\$15.26	\$1.19	12	\$2,484.72	\$2,484.72
Previous Year: 1995		\$15.99	Administrative Specialist II-BU (22.0B)	\$14.55	\$1.44	5	\$1,252.80	
Previous Year: 1994					\$0.00	12	\$0.00	
Previous Year: 1993					\$0.00	12	\$0.00	
Previous Year: 1992					\$0.00	12	\$0.00	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							\$3,737.52	\$2,484.72
Plus 16.56% for Benefits							\$618.93	\$411.47
Cost Estimate Per Position							\$4,356.45	\$2,896.19
Number of Positions						1		1
Total Cost Estimate							\$4,356.45	\$2,896.19

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96

Department: Executive--Economic Development

Report Number: 96-854

Effective Date: 7/17/96

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Accounting Technician II (22.5B)		\$15.26	Development Finance Specialist, Senior (36.5A)	\$26.04	(\$10.78)	6	(\$11,254.32)	(\$22,508.64)
Current Year Ends 12/31/96								
Previous Year: 1995					\$0.00	12	\$0.00	
Previous Year: 1994					\$0.00	12	\$0.00	
Previous Year: 1993	DOWNGRADE--NO INCUMBENT				\$0.00	12	\$0.00	
Previous Year: 1992					\$0.00	12	\$0.00	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							(\$11,254.32)	(\$22,508.64)
Plus 16.56% for Benefits							(\$1,863.72)	(\$3,727.43)
Cost Estimate Per Position							(\$13,118.04)	(\$26,236.07)
Number of Positions							1	1
Total Cost Estimate							(\$13,118.04)	(\$26,236.07)

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: Finance

Report Number: 96-860
 Effective Date: 9/18/95

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Management Systems Analyst, Senior (37.5A)	\$27.03	Accountant, Senior (31.0B)	\$21.12	\$5.91	12	\$12,340.08	\$12,340.08
Previous Year: 1995		\$26.27		\$20.52	\$5.74	4	\$3,997.43	
Previous Year: 1994					\$0.00	12	\$0.00	
Previous Year: 1993					\$0.00	12	\$0.00	
Previous Year: 1992					\$0.00	12	\$0.00	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							\$16,337.51	\$12,340.08
Plus 16.56% for Benefits							\$2,705.49	\$2,043.52
Cost Estimate Per Position							\$19,043.01	\$14,383.60
Number of Positions							1	1
Total Cost Estimate							\$19,043.01	\$14,383.60

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96

Department: Housing & Human Services

Report Number: 96-705

Effective Date: 1/2/96

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Systems Analyst, Principal (40.0A)	\$29.62	Management Systems Analyst, Senior (37.5A)	\$27.03	\$2.59	12	\$5,407.92	\$5,407.92
Previous Year: 1995					\$0.00	12	\$0.00	
Previous Year: 1994					\$0.00	12	\$0.00	
Previous Year: 1993					\$0.00	12	\$0.00	
Previous Year: 1992					\$0.00	12	\$0.00	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							\$5,407.92	\$5,407.92
Plus 16.56% for Benefits							\$895.55	\$895.55
Cost Estimate Per Position							\$6,303.47	\$6,303.47
Number of Positions						1	1	1
Total Cost Estimate							\$6,303.47	\$6,303.47

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: Municipal Court

Report Number: 95-676
 Effective Date: 11/13/95

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Administrative Specialist II MC (22.5B)	\$15.26	Administrative Specialist I- MC (20.5B)	\$14.14	\$1.12	12	\$2,338.56	\$2,338.56
Previous Year: 1995	Administrative Specialist II MC (22.0B)	\$14.55		\$13.74	\$0.81	2	\$281.88	
Previous Year: 1994					\$0.00	12	\$0.00	
Previous Year: 1993					\$0.00	10	\$0.00	
Previous Year: 1992					\$0.00	12	\$0.00	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							\$2,620.44	\$2,338.56
Plus 16.56% for Benefits							\$433.94	\$387.27
Cost Estimate Per Position							\$3,054.38	\$2,725.83
Number of Positions						1	1	1
Total Cost Estimate							\$3,054.38	\$2,725.83

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: Municipal Court

Report Number: 96-907
 Effective Date: 5/18/96

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Administrative Support Supervisor (N/A)		\$17.41	Administrative Specialist II-MC (22.5B)	\$15.26	\$2.15	8	\$2,992.80	\$4,489.20
Current Year Ends 12/31/96					\$0.00	12	\$0.00	
Previous Year: 1995					\$0.00	12	\$0.00	
Previous Year: 1994					\$0.00	12	\$0.00	
Previous Year: 1993					\$0.00	12	\$0.00	
Previous Year: 1992					\$0.00	12	\$0.00	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							\$2,992.80	\$4,489.20
Plus 16.56% for Benefits							\$495.61	\$743.41
Cost Estimate Per Position							\$3,488.41	\$5,232.61
Number of Positions							2	2
Total Cost Estimate							\$6,976.82	\$10,465.22

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96

Department: Parks & Recreation

Report Number: 950682

Effective Date: 10/23/95

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
	Recreation Program Specialist (27.0A)							
Current Year Ends 12/31/96		\$18.08	Recreation Leader (N/A)	\$16.26	\$1.82	12	\$3,800.16	\$3,800.16
Previous Year: 1995		\$17.57		\$15.80	\$1.77	3	\$923.94	
Previous Year: 1994					\$0.00	12	\$0.00	
Previous Year: 1993					\$0.00	12	\$0.00	
Previous Year: 1992					\$0.00	12	\$0.00	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							\$4,724.10	\$3,800.16
Plus 16.56% for Benefits							\$782.31	\$629.31
Cost Estimate Per Position							\$5,506.41	\$4,429.47
Number of Positions							1	1
Total Cost Estimate							\$5,506.41	\$4,429.47

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: Parks & Recreation

Report Number: 96-802
 Effective Date: 1/1/95

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Manager VI (39.0A)	\$28.53	Parks Horticulturist (38.5A)	\$28.04	\$0.49	12	\$1,023.12	\$1,023.12
Previous Year: 1995		\$27.73		\$27.25	\$0.48	12	\$1,002.24	
Previous Year: 1994					\$0.00	12	\$0.00	
Previous Year: 1993					\$0.00	12	\$0.00	
Previous Year: 1992					\$0.00	12	\$0.00	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							\$2,025.36	\$1,023.12
Plus 16.56% for Benefits							\$335.40	\$169.43
Cost Estimate Per Position							\$2,360.76	\$1,192.55
Number of Positions							1	1
Total Cost Estimate							\$2,360.76	\$1,192.55

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: Parks & Recreation

Report Number: 96-803
 Effective Date: 1/1/95

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Planning & Development Specialist II (34.0A)	\$23.65	Landscape Supervisor (N/A)	\$21.30	\$2.35	12	\$4,906.80	\$4,906.80
Previous Year: 1995		\$22.98		\$20.70	\$2.28	12	\$4,760.64	
Previous Year: 1994					\$0.00	12	\$0.00	
Previous Year: 1993					\$0.00	12	\$0.00	
Previous Year: 1992					\$0.00	12	\$0.00	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							\$9,667.44	\$4,906.80
Plus 16.56% for Benefits							\$1,600.93	\$812.57
Cost Estimate Per Position							\$11,268.37	\$5,719.37
Number of Positions							1	1
Total Cost Estimate							\$11,268.37	\$5,719.37

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: Parks & Recreation

Report Number: 96-804
 Effective Date: 30 days after

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Planning & Development Specialist I (32.0A)	\$21.91	Planning & Development Specialist II (34.0A)	\$23.65	(\$1.74)	0	\$0.00	(\$3,633.12)
Previous Year: 1995	(Downgrade--no cost during 1996)				\$0.00	12	\$0.00	
Previous Year: 1994					\$0.00	12	\$0.00	
Previous Year: 1993					\$0.00	12	\$0.00	
Previous Year: 1992					\$0.00	12	\$0.00	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							\$0.00	(\$3,633.12)
Plus 16.56% for Benefits							\$0.00	(\$601.64)
Cost Estimate Per Position							\$0.00	(\$4,234.76)
Number of Positions							1	1
Total Cost Estimate							\$0.00	(\$4,234.76)

This reclassification action will result in a downgrade for the position, therefore, the effective date should be 30 days after legislation is passed.

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: Parks & Recreation

Report Number: 960806
 Effective Date: 9/17/95

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Senior Security Officer (N/A)	\$14.40	Security Officer (N/A)	\$13.13	\$1.27	12	\$2,651.76	\$2,651.76
Previous Year: 1995		\$13.99		\$12.76	\$1.23	4	\$856.08	
Previous Year: 1994					\$0.00	12	\$0.00	
Previous Year: 1993					\$0.00	12	\$0.00	
Previous Year: 1992					\$0.00	12	\$0.00	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							\$3,507.84	\$2,651.76
Plus 16.56% for Benefits							\$580.90	\$439.13
Cost Estimate Per Position							\$4,088.74	\$3,090.89
Number of Positions							1	1
Total Cost Estimate							\$4,088.74	\$3,090.89

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: Police

Report Number: 96818
 Effective Date: 1/9/96

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Personnel Specialist, Assistant (25.0A)	\$16.78	Administrative Specialist I-BU (20.5B)	\$14.14	\$2.64	12	\$5,512.32	\$5,512.32
Previous Year: 1995					\$0.00	12	\$0.00	
Previous Year: 1994					\$0.00	12	\$0.00	
Previous Year: 1993					\$0.00	12	\$0.00	
Previous Year: 1992					\$0.00	12	\$0.00	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							\$5,512.32	\$5,512.32
Plus 16.56% for Benefits							\$912.84	\$912.84
Cost Estimate Per Position							\$6,425.16	\$6,425.16
Number of Positions							1	1
Total Cost Estimate							\$6,425.16	\$6,425.16

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96

Department: Police Department

Report Number: 95-445

Effective Date: 3/21/95

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
	Executive Assistant (37.5A)	\$26.51	Personnel Specialist, Supervising (35.5A)	\$25.05	\$1.46	12	\$3,048.48	\$3,048.48
Current Year Ends 12/31/96		\$26.27		\$24.34	\$1.93	10	\$3,358.20	
Previous Year: 1995					\$0.00	12	\$0.00	
Previous Year: 1994					\$0.00	12	\$0.00	
Previous Year: 1993					\$0.00	12	\$0.00	
Previous Year: 1992					\$0.00	12	\$0.00	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							\$6,406.68	\$3,048.48
Plus 16.56% for Benefits							\$1,060.95	\$504.83
Cost Estimate Per Position							\$7,467.63	\$3,553.31
Number of Positions							1	1
Total Cost Estimate							\$7,467.63	\$3,553.31

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: Police

Report Number: 96819
 Effective Date: 1/9/96

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Personnel Specialist, Assistant (25.0A)	\$16.78	Administrative Specialist I-BU (20.5B)	\$14.14	\$2.64	12	\$5,512.32	\$5,512.32
Previous Year: 1995					\$0.00	12	\$0.00	
Previous Year: 1994					\$0.00	12	\$0.00	
Previous Year: 1993					\$0.00	12	\$0.00	
Previous Year: 1992					\$0.00	12	\$0.00	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							\$5,512.32	\$5,512.32
Plus 16.56% for Benefits							\$912.84	\$912.84
Cost Estimate Per Position							\$6,425.16	\$6,425.16
Number of Positions							1	1
Total Cost Estimate							\$6,425.16	\$6,425.16

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: Police

Report Number: 96-867
 Effective Date: 3/21/95

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Manager XII (42.0A)	\$31.92	Police Records and Information Manager (40.5A)	\$30.19	\$1.73	12	\$3,612.24	\$3,612.24
Previous Year: 1995		\$31.02		\$29.34	\$1.68	10	\$2,925.36	
Previous Year: 1994					\$0.00	12	\$0.00	
Previous Year: 1993					\$0.00	12	\$0.00	
Previous Year: 1992					\$0.00	12	\$0.00	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							\$6,537.60	\$3,612.24
Plus 16.56% for Benefits							\$1,082.63	\$598.19
Cost Estimate Per Position							\$7,620.23	\$4,210.43
Number of Positions							1	1
Total Cost Estimate							\$7,620.23	\$4,210.43

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: Police

Report Number: 961084
 Effective Date: 3/21/95

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Administrative Staff Assistant (29.5A)	\$19.92	Administrative Specialist II (22.5B)	\$15.26	\$4.66	12	\$9,730.08	\$9,730.08
Previous Year: 1995		\$19.36		\$14.83	\$4.53	10	\$7,882.20	
Previous Year: 1994					\$0.00	12	\$0.00	
Previous Year: 1993					\$0.00	12	\$0.00	
Previous Year: 1992					\$0.00	12	\$0.00	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							\$17,612.28	\$9,730.08
Plus 16.56% for Benefits							\$2,916.59	\$1,611.30
Cost Estimate Per Position							\$20,528.87	\$11,341.38
Number of Positions							1	1
Total Cost Estimate							\$20,528.87	\$11,341.38

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: Police

Report Number: 961085
 Effective Date: 3/21/95

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Administrative Staff Assistant (29.5A)	\$19.92	Administrative Specialist II (22.5B)	\$15.26	\$4.66	12	\$9,730.08	\$9,730.08
Previous Year: 1995		\$19.36		\$14.83	\$4.53	10	\$7,882.20	
Previous Year: 1994					\$0.00	12	\$0.00	
Previous Year: 1993					\$0.00	12	\$0.00	
Previous Year: 1992					\$0.00	12	\$0.00	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							\$17,612.28	\$9,730.08
Plus 16.56% for Benefits							\$2,916.59	\$1,611.30
Cost Estimate Per Position							\$20,528.87	\$11,341.38
Number of Positions							1	1
Total Cost Estimate							\$20,528.87	\$11,341.38

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: Police

Report Number: 961086
 Effective Date: 3/21/95

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Administrative Staff Assistant (29.5A)	\$19.92	Administrative Specialist I-BU (20.5B)	\$14.14	\$5.78	12	\$12,068.64	\$12,068.64
Previous Year: 1995		\$19.36		\$13.74	\$5.62	10	\$9,778.80	
Previous Year: 1994					\$0.00	12	\$0.00	
Previous Year: 1993					\$0.00	12	\$0.00	
Previous Year: 1992					\$0.00	12	\$0.00	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							\$21,847.44	\$12,068.64
Plus 16.56% for Benefits							\$3,617.94	\$1,998.57
Cost Estimate Per Position							\$25,465.38	\$14,067.21
Number of Positions							1	1
Total Cost Estimate							\$25,465.38	\$14,067.21

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: Police

Report Number: 961087
 Effective Date: 3/21/95

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Administrative Staff Assistant (29.5)	\$19.92	Administrative Specialist II-BU (22.5B)	\$15.26	\$4.66	12	\$9,730.08	\$9,730.08
Previous Year: 1995		\$19.36		\$14.83	\$4.53	10	\$7,882.20	
Previous Year: 1994					\$0.00	12	\$0.00	
Previous Year: 1993					\$0.00	12	\$0.00	
Previous Year: 1992					\$0.00	12	\$0.00	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							\$17,612.28	\$9,730.08
Plus 16.56% for Benefits							\$2,916.59	\$1,611.30
Cost Estimate Per Position							\$20,528.87	\$11,341.38
Number of Positions						1		
Total Cost Estimate							\$20,528.87	\$11,341.38

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: Police

Report Number: 961088
 Effective Date: 3/21/95

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Administrative Staff Assistant (29.5A)	\$19.92	Administrative Specialist II-BU (22.5B)	\$15.26	\$4.66	12	\$9,730.08	\$9,730.08
Previous Year: 1995		\$19.36		\$14.83	\$4.53	10	\$7,882.20	
Previous Year: 1994					\$0.00	12	\$0.00	
Previous Year: 1993					\$0.00	12	\$0.00	
Previous Year: 1992					\$0.00	12	\$0.00	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							\$17,612.28	\$9,730.08
Plus 16.56% for Benefits							\$2,916.59	\$1,611.30
Cost Estimate Per Position							\$20,528.87	\$11,341.38
Number of Positions							1	1
Total Cost Estimate							\$20,528.87	\$11,341.38

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: Police

Report Number: 961089
 Effective Date: 3/21/95

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Administrative Staff Assistant (29.5A)	\$19.92	Administrative Specialist I-BU (20.5B)	\$14.14	\$5.78	12	\$12,068.64	\$12,068.64
Previous Year: 1995		\$19.36		\$13.74	\$5.62	10	\$9,778.80	
Previous Year: 1994					\$0.00	12	\$0.00	
Previous Year: 1993					\$0.00	12	\$0.00	
Previous Year: 1992					\$0.00	12	\$0.00	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							\$21,847.44	\$12,068.64
Plus 16.56% for Benefits							\$3,617.94	\$1,998.57
Cost Estimate Per Position							\$25,465.38	\$14,067.21
Number of Positions							1	1
Total Cost Estimate							\$25,465.38	\$14,067.21

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: Police

Report Number: 95-441A
 Effective Date: 3/21/95

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
	Senior Grants and Contracts Specialist (30.5A)	\$20.75	Administrative Specialist III (24.5B)	\$16.45	\$4.30	12	\$8,978.40	\$8,978
Current Year Ends 12/31/96		\$20.17		\$15.99	\$4.18	10	\$7,273.20	
Previous Year: 1995					\$0.00	12	\$0.00	
Previous Year: 1994					\$0.00	12	\$0.00	
Previous Year: 1993					\$0.00	12	\$0.00	
Previous Year: 1992					\$0.00	12	\$0.00	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							\$16,251.60	\$8,978.40
Plus 16.56% for Benefits							\$2,691.26	\$1,486.82
Cost Estimate Per Position							\$18,942.86	\$10,465.22
Number of Positions							1	1
Total Cost Estimate							\$18,942.86	\$10,465.22

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: Police

Report Number: 95-448A
 Effective Date: 3/21/95

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Manager I (36.5A)	\$26.04	Office Services Manager (34.0A)	\$23.65	\$2.39	12	\$4,990.32	\$4,990.32
Previous Year: 1995		\$25.31		\$22.98	\$2.33	10	\$4,054.20	
Previous Year: 1994					\$0.00	12	\$0.00	
Previous Year: 1993					\$0.00	12	\$0.00	
Previous Year: 1992					\$0.00	12	\$0.00	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							\$9,044.52	\$4,990.32
Plus 16.56% for Benefits							\$1,497.77	\$826.40
Cost Estimate Per Position							\$10,542.29	\$5,816.72
Number of Positions							1	1
Total Cost Estimate							\$10,542.29	\$5,816.72

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: Police

Report Number: 95-449
 Effective Date: 30 days after 1

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Administrative Specialist III-BU (24.5B)	\$16.45	Police Court Services Supervisor (29.0A)	\$19.53	(\$3.08)	12	(\$6,431.04)	(\$6,431.04)
Previous Year: 1995					\$0.00	12	\$0.00	
Previous Year: 1994					\$0.00	12	\$0.00	
Previous Year: 1993					\$0.00	12	\$0.00	
Previous Year: 1992					\$0.00	12	\$0.00	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							(\$6,431.04)	(\$6,431.04)
Plus 16.56% for Benefits							(\$1,064.98)	(\$1,064.98)
Cost Estimate Per Position							(\$7,496.02)	(\$7,496.02)
Number of Positions						1		1
Total Cost Estimate							(\$7,496.02)	(\$7,496.02)

This classification action will result in a downgrade of this position, therefore, the effective date of this action will be effective thirty days after legislation is passed.

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: Police Department

Report Number: 96-716A
 Effective Date: 7/3/95

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Administrative Specialist II BU (22.5B)	\$15.26	Administrative Specialist I- BU (20.5B)	\$14.14	\$1.12	12	\$2,338.56	\$2,338.56
Previous Year: 1995	Administrative Specialist II BU (22.0B)	\$14.55		\$13.74	\$0.81	6	\$845.64	
Previous Year: 1994					\$0.00	12	\$0.00	
Previous Year: 1993					\$0.00	12	\$0.00	
Previous Year: 1992					\$0.00	12	\$0.00	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							\$3,184.20	\$2,338.56
Plus 16.56% for Benefits							\$527.30	\$387.27
Cost Estimate Per Position							\$3,711.50	\$2,725.83
Number of Positions							1	1
Total Cost Estimate							\$3,711.50	\$2,725.83

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: Police Department

Report Number: 96-717A
 Effective Date: 7/27/95

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Accounting Technician III- BU (25.0B)	\$16.78	Accounting Technician II- BU (22.5B)	\$15.26	\$1.52	12	\$3,173.76	\$3,173.76
Previous Year: 1995		\$16.31	Accounting Technician II- BU (22.0B)	\$14.55	\$1.76	6	\$1,837.44	
Previous Year: 1994					\$0.00	12	\$0.00	
Previous Year: 1993					\$0.00	12	\$0.00	
Previous Year: 1992					\$0.00	12	\$0.00	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							\$5,011.20	\$3,173.76
Plus 16.56% for Benefits							\$829.85	\$525.57
Cost Estimate Per Position							\$5,841.05	\$3,699.33
Number of Positions							1	1
Total Cost Estimate							\$5,841.05	\$3,699.33

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: Seattle Center

Report Number: 96797
 Effective Date: 1/1/96

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Senior Executive Assistant (38.5A)	\$28.04	Events Booking Supervisor (35.0A)	\$24.59	\$3.45	12	\$7,203.60	\$7,203.60
Previous Year: 1995					\$0.00	12	\$0.00	
Previous Year: 1994					\$0.00	12	\$0.00	
Previous Year: 1993					\$0.00	12	\$0.00	
Previous Year: 1992					\$0.00	12	\$0.00	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							\$7,203.60	\$7,203.60
Plus 16.56% for Benefits							\$1,192.92	\$1,192.92
Cost Estimate Per Position							\$8,396.52	\$8,396.52
Number of Positions							1	1
Total Cost Estimate							\$8,396.52	\$8,396.52

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: Seattle Center

Report Number: 95157
 Effective Date: 9/17/94

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
	Events Service Supervisor (35.0A)		Senior Events Service Representative (33.0A)					
Current Year Ends 12/31/96		\$24.59		\$22.76	\$1.83	12	\$3,821.04	\$3,821.04
Previous Year: 1995		\$23.90		\$21.12	\$2.78	12	\$5,804.64	
Previous Year: 1994		\$23.09		\$21.37	\$1.72	4	\$1,197.12	
Previous Year: 1993					\$0.00	12	\$0.00	
Previous Year: 1992					\$0.00	12	\$0.00	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							\$10,822.80	\$3,821.04
Plus 16.56% for Benefits							\$1,792.26	\$632.76
Cost Estimate Per Position							\$12,615.06	\$4,453.80
Number of Positions							1	1
Total Cost Estimate							\$12,615.06	\$4,453.80

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: Seattle Center

Report Number: 96-661
 Effective Date: 8/15/94

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Personnel Manager (39.0A)	\$28.53	Supervising Personnel Specialist (35.5A)	\$25.05	\$3.48	12	\$7,266.24	\$7,266.24
Previous Year: 1995		\$27.73		\$24.34	\$3.39	12	\$7,078.32	
Previous Year: 1994		\$26.79		\$23.52	\$3.27	5	\$2,844.90	
Previous Year: 1993					\$0.00	12	\$0.00	
Previous Year: 1992					\$0.00	12	\$0.00	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							\$17,189.46	\$7,266.24
Plus 16.56% for Benefits							\$2,846.57	\$1,203.29
Cost Estimate Per Position							\$20,036.03	\$8,469.53
Number of Positions							1	1
Total Cost Estimate							\$20,036.03	\$8,469.53

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96

Department: Seattle Public Utilities

Report Number: 96-1065

Effective Date: 3/25/96

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Customer Service Representative (N/A)	\$16.61	Credit Representative (N/A)	\$15.26	\$1.35	10	\$2,349.00	\$2,818.80
Previous Year: 1995					\$0.00	12	\$0.00	
Previous Year: 1994					\$0.00	12	\$0.00	
Previous Year: 1993					\$0.00	12	\$0.00	
Previous Year: 1992					\$0.00	12	\$0.00	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							\$2,349.00	\$2,818.80
Plus 16.56% for Benefits							\$388.99	\$466.79
Cost Estimate Per Position							\$2,737.99	\$3,285.59
Number of Positions							1	1
Total Cost Estimate							\$2,737.99	\$3,285.59

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: Seattle Public Utilities

Report Number: 96-1066
 Effective Date: 9/9/96

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Finance Analyst, Senior (35.5A)	\$25.05	Management Systems Analyst (33.0A)	\$22.76	\$2.29	4	\$1,593.84	\$4,781.52
Previous Year: 1995					\$0.00	12	\$0.00	
Previous Year: 1994					\$0.00	12	\$0.00	
Previous Year: 1993					\$0.00	12	\$0.00	
Previous Year: 1992					\$0.00	12	\$0.00	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							\$1,593.84	\$4,781.52
Plus 16.56% for Benefits							\$263.94	\$791.82
Cost Estimate Per Position							\$1,857.78	\$5,573.34
Number of Positions							1	1
Total Cost Estimate							\$1,857.78	\$5,573.34

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: Seattle Public Utilities

Report Number: 96-1067
 Effective Date: 9/9/96

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Finance Analyst, Senior (35.5A)	\$25.05	Mgmt. Systems Analyst ilo	\$22.76	\$2.29	4	\$1,593.84	\$4,781
Previous Year: 1995			Mgmt Systems Analyst, Senior (33.0A)		\$0.00	12	\$0.00	
Previous Year: 1994					\$0.00	12	\$0.00	
Previous Year: 1993					\$0.00	12	\$0.00	
Previous Year: 1992					\$0.00	12	\$0.00	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							\$1,593.84	\$4,781.52
Plus 16.56% for Benefits							\$263.94	\$791.82
Cost Estimate Per Position							\$1,857.78	\$5,573.34
Number of Positions							1	1
Total Cost Estimate							\$1,857.78	\$5,573.34

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: Seattle Public Utilities

Report Number: 96-1117
 Effective Date: 12/13/96

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
	Customer Service Representative Supervisor (N/A)	\$18.80	Customer Service Representative (N/A)	\$15.26	\$3.54	1	\$615.96	\$7,391
Current Year Ends 12/31/96						12	\$0.00	
Previous Year: 1995						12	\$0.00	
Previous Year: 1994						12	\$0.00	
Previous Year: 1993						12	\$0.00	
Previous Year: 1992						12	\$0.00	
Previous Year: 1991						12	\$0.00	
Subtotal							\$615.96	\$7,391.52
Plus 16.56% for Benefits							\$102.00	\$1,224.04
Cost Estimate Per Position							\$717.96	\$8,615.56
Number of Positions						1		1
Total Cost Estimate							\$717.96	\$8,615.56

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: Water Department

Report Number: 95-100
 Effective Date: 8/15/94

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
	Utility Hearing Officer (37.0A)		Credit and Collections Supervisor (33.0A)					
Current Year Ends 12/31/96		\$25.76		\$22.12	\$3.64	12	\$7,600.32	\$7,600.32
Previous Year: 1995		\$25.76		\$22.12	\$3.64	12	\$7,600.32	
Previous Year: 1994		\$24.89		\$21.37	\$3.52	5	\$3,062.40	
Previous Year: 1993					\$0.00	12	\$0.00	
Previous Year: 1992					\$0.00	12	\$0.00	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							\$18,263.04	\$7,600.32
Plus 16.56% for Benefits							\$3,024.36	\$1,258.61
Cost Estimate Per Position							\$21,287.40	\$8,858.93
Number of Positions							1	1
Total Cost Estimate							\$21,287.40	\$8,858.93

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: Water

Report Number: 95-723
 Effective Date: 1/1/96

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Warehouse (N/A)	\$15.10	Accounting Technician II-BU (22.5B)	\$15.26	(\$0.16)	12	(\$334.08)	(\$334.08)
Previous Year: 1995					\$0.00	12	\$0.00	
Previous Year: 1994					\$0.00	12	\$0.00	
Previous Year: 1993	DOWNGRADE-NO INCUMBENT				\$0.00	12	\$0.00	
Previous Year: 1992					\$0.00	12	\$0.00	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							(\$334.08)	(\$334.08)
Plus 16.56% for Benefits							(\$55.32)	(\$55.32)
Cost Estimate Per Position							(\$389.40)	(\$389.40)
Number of Positions							1	1
Total Cost Estimate							(\$389.40)	(\$389.40)

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: Water

Report Number: 95-690
 Effective Date: 12/7/95

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Utility Accounts								
Current Year Ends 12/31/96	Supervisor (28.5A)	\$19.15	Accounting Technician II-BU (22.5B)	\$15.26	\$3.89	12	\$8,122.32	\$8,122.32
Previous Year: 1995		\$18.61		\$14.83	\$3.78	1	\$657.72	
Previous Year: 1994					\$0.00	12	\$0.00	
Previous Year: 1993					\$0.00	12	\$0.00	
Previous Year: 1992					\$0.00	12	\$0.00	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							\$8,780.04	\$8,122.32
Plus 16.56% for Benefits							\$1,453.97	\$1,345.06
Cost Estimate Per Position							\$10,234.01	\$9,467.38
Number of Positions							1	1
Total Cost Estimate							\$10,234.01	\$9,467.38

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: Water

Report Number: 96-851
 Effective Date: 5/30/96

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Administrative Specialist II BU (22.5B)	\$15.26	Administrative Specialist I- BU (20.5B)	\$14.14	\$1.12	8	\$1,559.04	\$2,338.56
Previous Year: 1995					\$0.00	12	\$0.00	
Previous Year: 1994					\$0.00	12	\$0.00	
Previous Year: 1993					\$0.00	12	\$0.00	
Previous Year: 1992					\$0.00	12	\$0.00	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							\$1,559.04	\$2,338.56
Plus 16.56% for Benefits							\$258.18	\$387.27
Cost Estimate Per Position							\$1,817.22	\$2,725.83
Number of Positions							1	1
Total Cost Estimate							\$1,817.22	\$2,725.83

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: Water

Report Number: 95-846
 Effective Date: 5/2/96

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Systems Programmer	\$20.88	Administrative Specialist I	\$14.14	\$6.74	8	\$9,382.08	\$14,073.12
Previous Year: 1995	Analyst (N/A)	\$20.29		\$13.74	\$6.55	0	\$0.00	
Previous Year: 1994					\$0.00	12	\$0.00	
Previous Year: 1993					\$0.00	12	\$0.00	
Previous Year: 1992					\$0.00	12	\$0.00	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							\$9,382.08	\$14,073.12
Plus 16.56% for Benefits							\$1,553.67	\$2,330.51
Cost Estimate Per Position							\$10,935.75	\$16,403.63
Number of Positions							1	1
Total Cost Estimate							\$10,935.75	\$16,403.63

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: Water

Report Number: 96-847
 Effective Date: 1/1/95

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Administrative Staff Assistant (29.5A)	\$19.92	Customer Service Representative, Senior (N/A)	\$16.46	\$3.46	12	\$7,224.48	\$7,224.48
Previous Year: 1995		\$19.36		\$16.00	\$3.36	12	\$7,015.68	
Previous Year: 1994					\$0.00	12	\$0.00	
Previous Year: 1993					\$0.00	12	\$0.00	
Previous Year: 1992					\$0.00	12	\$0.00	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							\$14,240.16	\$7,224.48
Plus 16.56% for Benefits							\$2,358.17	\$1,196.37
Cost Estimate Per Position							\$16,598.33	\$8,420.85
Number of Positions							1	1
Total Cost Estimate							\$16,598.33	\$8,420.85

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: Water

Report Number: 95-685
 Effective Date: 1/2/91

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Systems Analyst (N/A)	\$22.99	Data Processing Systems Analyst (N/A)	\$22.99	\$0.00	12	\$0.00	\$0.00
Previous Year: 1995					\$0.00	12	\$0.00	
Previous Year: 1994			TITLE CHANGE ONLY		\$0.00	12	\$0.00	
Previous Year: 1993					\$0.00	12	\$0.00	
Previous Year: 1992					\$0.00	12	\$0.00	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							\$0.00	\$0.00
Plus 16.56% for Benefits							\$0.00	\$0.00
Cost Estimate Per Position							\$0.00	\$0.00
Number of Positions							1	1
Total Cost Estimate							\$0.00	\$0.00

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: Water

Report Number: 95-643
 Effective Date: 8/14/95

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
	Meter Reader, Senior (22.0A)	\$16.52		\$13.71	\$2.81	12	\$5,867.28	\$5,867.28
Current Year Ends 12/31/96		\$16.05	Meter Reader (N/A)	\$13.32	\$2.73	5	\$2,375.80	
Previous Year: 1995					\$0.00	12	\$0.00	
Previous Year: 1994					\$0.00	12	\$0.00	
Previous Year: 1993					\$0.00	12	\$0.00	
Previous Year: 1992					\$0.00	12	\$0.00	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							\$8,243.08	\$5,867.28
Plus 16.56% for Benefits							\$1,365.05	\$971.62
Cost Estimate Per Position							\$9,608.14	\$6,838.90
Number of Positions							1	1
Total Cost Estimate							\$9,608.14	\$6,838.90

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: Water Department

Report Number: 95-640
 Effective Date: 6/21/95

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Manager IX (40.5A)	\$30.19	Capital Projects Coordinator, Senior (37.5A)	\$27.03	\$3.16	12	\$6,598.08	\$6,598.08
Previous Year: 1995		\$29.34		\$26.27	\$3.07	7	\$3,739.26	
Previous Year: 1994					\$0.00	12	\$0.00	
Previous Year: 1993					\$0.00	12	\$0.00	
Previous Year: 1992					\$0.00	12	\$0.00	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							\$10,337.34	\$6,598.08
Plus 16.56% for Benefits							\$1,711.86	\$1,092.64
Cost Estimate Per Position							\$12,049.20	\$7,690.72
Number of Positions							1	1
Total Cost Estimate							\$12,049.20	\$7,690.72

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96

Department: Water Department

Report Number: 96-1063

Effective Date: 1/1/96

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Material Controller (24.0A)	\$16.15	Accounting Technician II-BU (22.5B)	\$15.26	\$0.89	12	\$1,858.32	\$1,858.32
Previous Year: 1995					\$0.00	12	\$0.00	
Previous Year: 1994					\$0.00	12	\$0.00	
Previous Year: 1993					\$0.00	12	\$0.00	
Previous Year: 1992					\$0.00	12	\$0.00	
Previous Year: 1991					\$0.00	12	\$0.00	
Subtotal							\$1,858.32	\$1,858.32
Plus 16.56% for Benefits							\$307.74	\$307.74
Cost Estimate Per Position							\$2,166.06	\$2,166.06
Number of Positions							1	1
Total Cost Estimate							\$2,166.06	\$2,166.06

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department:

Water Department

Report Number: 96-848
 Effective Date: 1/3/91

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Water Quality Analyst, Principal (33.0A)	\$22.76	Water Quality Analyst, Senior (31.0A)	\$21.12	\$1.64	12	\$3,424.32	\$3,424.32
Previous Year: 1995		\$22.12		\$20.52	\$1.60	12	\$3,340.80	
Previous Year: 1994		\$21.37		\$19.83	\$1.54	12	\$3,215.52	
Previous Year: 1993		\$20.87		\$19.37	\$1.50	12	\$3,132.00	
Previous Year: 1992		20.22		18.77	\$1.45	12	\$3,027.60	
Previous Year: 1991		\$19.26		\$17.88	\$1.38	12	\$2,881.44	
Subtotal							\$16,140.24	\$3,424.32
Plus 16.56% for Benefits							\$2,672.82	\$567.07
Cost Estimate Per Position							\$18,813.06	\$3,991.39
Number of Positions							1	1
Total Cost Estimate							\$18,813.06	\$3,991.39

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: City Light

Report Number: 2100005
 Effective Date: 1/2/91

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Systems Analyst, Senior (37.5A)	\$27.03	Management Systems Analyst (33.0A)	\$22.76	\$4.27	12	\$8,915.76	\$8,915.76
Previous Year: 1995		\$26.27		\$22.12	\$4.15	12	\$8,665.20	
Previous Year: 1994		\$25.38		\$21.37	\$4.01	12	\$8,372.88	
Previous Year: 1993		\$24.79		\$20.87	\$3.92	12	\$8,184.96	
Previous Year: 1992		\$ 24.02		\$ 20.22	\$3.80	12	\$7,934.40	
Previous Year: 1991		\$22.88		\$19.26	\$3.62	12	\$7,558.56	
Subtotal							\$42,073.20	\$8,915.76
Plus 16.56% for Benefits							\$6,967.32	\$1,476.45
Cost Estimate Per Position							\$49,040.52	\$10,392.21
Number of Positions							1	1
Total Cost Estimate							\$49,040.52	\$10,392.21

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: City Light

Report Number: 9156507
 Effective Date: 1/2/91

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Warehouse Supervisor (32.0A)	\$21.91	General Warehouse Supervisor (33.0A)	\$22.76	(\$0.85)	12	(\$1,774.80)	(\$1,774.80)
Previous Year: 1995		\$21.29		\$22.12	(\$0.83)	12	(\$1,733.04)	
Previous Year: 1994		\$20.57		\$21.37	(\$0.80)	12	(\$1,670.40)	
Previous Year: 1993	(Downgrade)	\$20.09		\$20.87	(\$0.78)	12	(\$1,628.64)	
Previous Year: 1992		\$ 19.47		\$ 20.22	(\$0.75)	12	(\$1,566.00)	
Previous Year: 1991		\$18.54		\$19.26	(\$0.72)	12	(\$1,503.36)	
Subtotal							(\$8,372.88)	(\$1,774.80)
Plus 16.56% for Benefits							(\$1,386.55)	(\$293.91)
Cost Estimate Per Position							(\$9,759.43)	(\$2,068.71)
Number of Positions							1	1
Total Cost Estimate							(\$9,759.43)	(\$2,068.71)

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: Engineering

Report Number:
 Effective Date:

2002505
 1/2/91

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Engineering Economist, Principal (40.0A)	\$ 29.62	Engineering Economist (38.5A)	\$ 28.04	\$ 1.58	12	\$3,299.04	\$3,299.04
Previous Year: 1995		\$ 28.79		\$ 27.25	\$0.57	12	\$1,190.16	
Previous Year: 1994		\$ 27.82		\$ 26.33	\$0.84	12	\$1,753.92	
Previous Year: 1993		\$ 27.17		\$ 25.71	\$1.46	12	\$3,048.48	
Previous Year: 1992		\$ 26.33		\$ 24.91	\$1.42	12	\$2,964.96	
Previous Year: 1991		\$ 25.08		\$ 23.72	\$1.36	12	\$2,839.68	
Subtotal							\$12,256.56	\$3,299.04
Plus 16.56% for Benefits							\$2,029.69	\$546.32
Cost Estimate Per Position							\$14,286.25	\$3,845.36
Number of Positions						1		
Total Cost Estimate							\$14,286.25	\$3,845.36

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: Management & Planning

Report Number: 7051004
 Effective Date: 1/2/91

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Graphic Arts Designer (N/A)	\$18.80	Visual Information Specialist (28.0A)	\$18.80	\$0.00	12	\$0.00	\$0.00
Previous Year: 1995		\$18.27		\$18.27	\$0.00	12	\$0.00	
Previous Year: 1994		\$17.65		\$17.65	\$0.00	12	\$0.00	
Previous Year: 1993		\$17.24		\$17.24	\$0.00	12	\$0.00	
Previous Year: 1992		16.71		\$ 16.71	\$0.00	12	\$0.00	
Previous Year: 1991		\$15.91		\$15.91	\$0.00	12	\$0.00	
Subtotal							\$0.00	\$0.00
Plus 16.56% for Benefits							\$0.00	\$0.00
Cost Estimate Per Position							\$0.00	\$0.00
Number of Positions							1	1
Total Cost Estimate							\$0.00	\$0.00

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: Parks & Recreation

Report Number: 7052505
 Effective Date: 1/2/91

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Duplicating Equipment Operator, Senior (25.5A)	\$16.61	Printing Equipment Operator, Senior	\$16.61	\$0.00	12	\$0.00	\$0.00
Previous Year: 1995		\$16.05		\$16.05	\$0.00	12	\$0.00	
Previous Year: 1994		\$15.67		\$15.67	\$0.00	12	\$0.00	
Previous Year: 1993		\$15.18		\$15.18	\$0.00	12	\$0.00	
Previous Year: 1992		\$14.46			\$14.46	12	\$30,192.48	
Previous Year: 1991							\$0.00	\$0.00
Subtotal							\$0.00	\$0.00
Plus 16.56% for Benefits							\$0.00	\$0.00
Cost Estimate Per Position							\$0.00	\$0.00
Number of Positions							1	1
Total Cost Estimate							\$0.00	\$0.00

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: Parks & Recreation

Report Number: 9104704
 Effective Date: 1/2/91

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Installation Maintenance Worker (N/A)	\$ 16.01	Maintenance Laborer (21.5E)	\$ 14.67	\$ 1.34	12	\$ 2,797.92	\$ 2,797.92
Previous Year: 1995		\$ 15.56		\$ 14.26	\$ 1.30	12	\$ 2,714.40	
Previous Year: 1994		\$ 15.03		\$ 13.78	\$ 1.25	12	\$ 2,610.00	
Previous Year: 1993		\$ 14.68		\$ 13.46	\$ 1.22	12	\$ 2,547.36	
Previous Year: 1992		\$ 14.22		\$ 13.04	\$ 1.18	12	\$ 2,463.84	
Previous Year: 1991		\$ 13.54		\$ 12.42	\$ 1.12	12	\$ 2,338.56	
Subtotal							\$13,133.52	\$ 2,797.92
Plus 16.56% for Benefits							\$ 2,174.91	\$ 463.34
Cost Estimate Per Position							\$ 15,308.43	\$ 3,261.26
Number of Positions							1	1
Total Cost Estimate							\$ 15,308.43	\$ 3,261.26

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: Police

Report Number: 4050004
 Effective Date: 1/2/91

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Administrative Specialist II (22.5B)	\$ 14.55	Administrative Specialist I (20.5B)	\$ 13.74	\$0.00	12	\$0.00	\$0.00
Previous Year: 1995		\$ 14.06		\$ 13.28	\$0.81	12	\$1,691.28	
Previous Year: 1994		\$ 13.73		\$ 12.97	\$0.76	12	\$1,586.88	
Previous Year: 1993		\$ 13.30		\$ 12.57	\$0.73	12	\$1,524.24	
Previous Year: 1992		\$ 12.67		\$ 11.97	\$0.70	12	\$1,461.60	
Previous Year: 1991								
Subtotal							\$6,431.04	\$0.00
Plus 16.56% for Benefits							\$1,064.98	\$0.00
Cost Estimate Per Position							\$7,496.02	\$0.00
Number of Positions							1	1
Total Cost Estimate							\$7,496.02	\$0.00

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 4/96
 Department: Water

Report Number: 7004505
 Effective Date: 1/2/91

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/96	Civil Engineer, Senior (N/A)	\$ 28.36	Civil Engineer, Associate (N/A)	\$ 25.31	\$3.05	12	\$6,368.40	\$6,368.40
Previous Year: 1995		\$ 27.56		\$ 24.60	\$2.96	12	\$6,180.48	
Previous Year: 1994		\$ 26.63		\$ 23.77	\$2.86	12	\$5,971.68	
Previous Year: 1993		\$ 26.01		\$ 23.21	\$2.80	12	\$5,846.40	
Previous Year: 1992		\$ 25.20		\$ 22.49	\$2.71	12	\$5,658.48	
Previous Year: 1991		\$ 24.00		\$ 21.42	\$2.58	12	\$5,387.04	
Subtotal							\$30,025.44	\$6,368.40
Plus 16.56% for Benefits							\$4,972.21	\$1,054.61
Cost Estimate Per Position							\$34,997.65	\$7,423.01
Number of Positions						1	1	1
Total Cost Estimate							\$34,997.65	\$7,423.01