Ordinance No. 118686

Council Bill No. 111523

The City of Seattle

Council Bill/Ordinan

SUBJECT: AN ORDINANCE establishing titles, retitling, reclassifying, and setting compensation for certain positions in various City departments; creating new titles and salaries in various City departments; correcting titles in various City departments resulting from classification reconsiderations subsequent to the adoption of the 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; changing title and salary rates for existing titles; correcting position number as shown on Ordinance #118499; correcting a title as shown on Ordinance #118561; retitling and setting compensation for certain position in City department as recommended by the Management Compensation Review Committee; amending S.M.C. 4.13.010 by a 2/3 vote of the Council to exempt additional position from the classified services; and providing payment therefor.

CF No. 2nd Council Pol

Date Introduced: AUG - 4 1997	
Date 1st Referred: AUG - 4 1997	To: (committee) Personnel, Organization & Performance Committee
Date Re - Referred:	To: (committee)
Date Re - Referred:	To: (committee)
Date of Final Passage: AUG 11 1997	Full Council Vote: 8-0
Date Presented to Mayor: 8-12-97	Date Approved: AUG 15 1997
Date Returned to City Clerk: AUG 15 1997	Date Published: O & P T.O. ✓ F.T.
Date Vetoed by Mayor:	Date Veto Published:
Date Passed Over Veto:	Veto Sustained:

8-11-97 Full C

This file is complete and ready

Law Dept. Review

The City of Seattle - Legislative Department

Council Bill/Ordinance sponsored by: CHONG

Councilmember

INDEXED

g, and setting
ents; creating
ng titles in
nsiderations
classifying and
epartments
linance #115359
existing titles;
9; correcting a
compensation for
Management
010 by a 2/3
classified

Committee Action:

Rec 2-0

8-11-97 Full Council Action: Pass 8-0

(excused: Donaldson)

his file is complete and ready for presentation to Full Council. Committee: _____

(Initial/date)

Law Dept. Review	OMP Review	City Clerk Review	Electronic Copy Loaded	Indexed

June 18, 1997
LS/lyl
V1

ORDINANCE 118686

AN ORDINANCE establishing titles, retitling, reclassifying, and setting compensation for certain positions in various City departments; creating new titles and salaries in various City departments; correcting titles in various City departments resulting from classification reconsiderations subsequent to the adoption of the 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; changing title and salary rates for existing titles; correcting position number as shown on Ordinance #118499; correcting a title as shown on Ordinance #118561; retitling and setting compensation for certain position in City department as recommended by the Management Compensation Review Committee; amending S.M.C. 4.13.010 by a 2/3 vote of the Council to exempt additional position from the classified services; 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, positions in certain City employing units are hereby retitled, or otherwise adjusted, effective as noted in respective Classification Determinations as shown below:

CITY LIGHT

1 position (#012448) of Training and Education Coordinator retitled to Office Automation Coordinator (Report #95-910).

1 position (#012857) of Civil Engineering Specialist, Supervisor retitled to Electrical Engineer, Senior (Report #96-874).

1 position (#021197) of Systems Analyst retitled to Systems Analyst, Senior (Report #96-800).

1 position (#023573) of Training and Education Coordinator retitled to Apprenticeship Coordinator (Report #96-895A).

1 position (#013317) of Gardener, Assistant retitled to Gardener (Report #96-0901).

1 position (#012482) of Accounting Technician III-BU retitled to Claims Adjuster I (Report #96-1057).

1 position (#018939) of Civil Engineering Specialist, Assistant III retitled to Electrical Engineering Specialist, Assistant (Report #97-1174).

1 position (#012701) of Power Dispatcher retitled to Power Dispatcher, Senior (Report #97-1182).

1 position (#012621) of Administrative Support Assistant retitled to Electrical Sales Order Processor (Report #97-1193).

1 position (#014042) of Civil Engineering Specialist, Assistant III retitled to Capital Projects Coordinator (Report #97-1275).

2 positions (#012478, #012852) of Architectural Project Coordinator retitled to Building Project Coordinator (Report #97-1281).

1 position (#018462) of Administrative Specialist, I-BU retitled to Administrative Specialist, II-BU (Report #97-1286).

ENGINEERING (Seattle Public Utilities)

1 position (#008641) of Administrative Staff Assistant retitled to Administrative Staff Analyst (#96-837A).

ENGINEERING (Transportation)

5 positions (#008327, #018752, #018754, #020646, #018755) of Gardener, Assistant retitled to Gardener (#96-902).

ETHICS & ELECTIONS COMMISSION

1 position (#024073) of Management Systems Analyst (Entry) retitled to Management Systems Analyst, Senior (Report #97-1264).

EXECUTIVE SERVICES

1 position (#010673) of Accountant, Senior retitled to Management Systems Analyst (Report #971164).

1 position (#022726) of Buyer retitled to Human Services Analyst (Report #97-1194).

1 position (#010672) of Accountant, Senior retitled to Finance Analyst, Senior (Report #97-1214).

1 position (#010671) of Accountant, Senior retitled to Management Systems Analyst (Report #97-1215).

1 position (#020766) of Finance Analyst-DAS retitled to Rates Management Analyst, Senior (Report #97-1248).

1 position (#018173) of Finance Analyst-DAS retitled to Manager I (Report #97-1255).

1 position (#017295) of Management and Planning Analyst-DAS retitled to Management Systems Analyst, Senior (Report #97-1256).

1 position (#010981) of Finance Analyst-DAS retitled to Systems Analyst, Senior (Report #97-1257).

1 position (#011215) of Finance Analyst-DAS retitled to Rates Management Analyst (Report #97-1258).

1 position (#021101) of Finance Analyst-DAS retitled to Finance Analyst, Senior (Report #97-1259).

1 position (#011290) of Finance Analyst-DAS retitled to Management Systems Analyst, Senior (Report #97-1260).

1 position (#023662) of Management and Planning Analyst-DAS retitled to Executive Assistant (Report #97-1261).

1 position (#011025) of Management and Planning Analyst-DAS retitled to Administrative Staff Analyst (Report #97-1262).

1 position (#022791) of Management and Planning Analyst-DAS retitled to Administrative Staff Analyst (Report #97-1263).

1 position (#081533) of Finance Analyst-DAS retitled to Finance Analyst, Senior (Report #97-1265).

1 position (#016514) of Finance Analyst-DAS retitled to Finance Analyst (Report #97-1266).

4 positions (#016517, #020283, #021319, #023572) of Architectural Project Coordinator retitled to Building Project Coordinator (Report #97-1281).

1 position (#011287) of Finance Analyst-DAS retitled to Finance Analyst, Senior (Report #97-1284).

PARKS AND RECREATION

6 positions (#018393, #017912, #017901, #017911, #018394, #023924) of Recreation Leader retitled to Recreation Program Specialist (Report #95-921).

13 positions (#009885, #009887, #024377, #009884, #009882, #009888, #009891, #022441, #017450, #015546, #023931, #023930, #022235) of Gardener, Assistant retitled to Gardener (Report #96-903).

POLICE

1 position (#006333) of Administrative Secretary retitled to Administrative Staff Assistant (Report #97-1159).

1 position (#023783) of Employment Specialist retitled to Personnel Specialist (Report #97-1161).

SEATTLE CENTER

1 position (#020670) of Data Processing Systems Analyst retitled to Systems Analyst, Senior (Report #97-1229).

SEATTLE PUBLIC UTILITIES

1 position (#007652) of Cartographer, Senior retitled to Systems Analyst (Report #96-817).

1 position (#021616) of Systems Analyst retitled to Systems Analyst, Senior (Report #97-1201).

1 position (#018322) of Water Laboratory Assistant retitled to Water Laboratory Assistant, Senior (Report #97-1231).

1 position (#021181) of Civil Engineer, Associate retitled to Civil Engineer, Senior (Report #97-1232).

1 position (#011824) of Water Pipe Worker retitled to Water Pipe Crew Chief (Report #97-1253).

1 position (#020900) of Grants and Contracts Specialist, Senior and 1 position (#022206) of Management Systems Analyst retitled to Project Funding and Agreement Coordinator (Report #97-1254).

1 position (#016221) of Civil Engineering Specialist, Assistant II retitled to Civil Engineer, Associate (Report #97-1272).

1 position (#019407) of Solid Waste Field Representative, Lead retitled to Solid Waste Field Representative Supervisor (Report #97-1273).

1 position (#022940) of Administrative Support Assistant-BU retitled to Administrative Specialist I-BU (Report #97-1279).

SEATTLE TRANSPORTATION

1 position (#017625) of Data Technician Supervisor retitled to Accounting Technician II (Report #96-1101).

WATER (Seattle Public Utilities)

1 position (#011954) of Watershed Contract Compliance Coordinator retitled to Grounds Equipment Mechanic, Senior (Report #96-889).

SECTION 2. NEW TITLES AND SALARIES. As recommended by the Personnel Director, the following titles and salary rates are established, effective as of the dates shown in respective reports, letters, or memoranda of agreement.

Title	Salary Range
Office Automation Coordinator	31.0C (Salary Recommendation memo date of 3/6/97)
Water Quality Analyst, Principal	33.0A (Salary Recommendation memo date of 11/1/96)
Enforcement Manager-Civil Rights	41.5A (Salary Recommendation memo date of 6/11/97)
Rates Management Analyst, Senior	38.5A (Salary Recommendation memo date of 6/11/97)

SECTION 3. CLASSIFICATION RECONSIDERATIONS - 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.

PARKS AND RECREATION

1 position (#025355) of Recreation Center Coordinator retitled to Education Program Supervisor (Budget Reconsideration Determination - PRK372).

1 position (#023727) of Planning and Development Specialist II retitled to Planning and Development Specialist, Senior (Budget Reconsideration Determination - PRK243).

1 position (#016502) of Naturalist, Senior retitled to Education Program Supervisor (Budget Reconsideration Determination - PRK130).

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.

FINANCE (Executive Services)

1 position (#011222) of Data Processing Systems Analyst retitled to Systems Analyst.

1 position (#015683) of Data Processing Systems Analyst retitled to Systems Analyst.

1 position (#015704) of Data Processing Systems Analyst retitled to Systems Analyst.

1 position (#010983) of Data Processing Systems Analyst, Senior retitled to Systems Analyst, Senior.

1 position (#011221) of Data Processing Systems Analyst, Senior retitled to Systems Analyst, Senior.

1 position (#015678) of Data Processing Systems Analyst, Senior retitled to Systems Analyst, Senior.

1 position (#015996) of Data Processing Systems Analyst, Senior retitled to Systems Analyst, Senior.

1 position (#019350) of Data Processing Systems Analyst, Senior retitled to Systems Analyst, Senior.

1 position (#021201) of Data Processing Systems Analyst, Senior retitled to Systems Analyst, Senior.

1 position (#023119) of Data Processing Systems Analyst, Senior retitled to Systems Analyst, Senior.

1 position (#017448) of Programmer retitled to Systems Programmer.

1 position (#018954) of Programmer retitled to Systems Programmer.

SECTION 5. SALARY RECOMMENDATIONS. As recommended by the Personnel Director, the salaries for the following titles are hereby changed, as of the effective date of October 1, 1995.

Department	Title	Old Salary	New Salary
Finance (Executive Services)	Buyer, Assistant	Range 25.5B	Range 29.5A (Salary Report #961081)
	Buyer	Range 29.5A	Range 33.0A (Salary Report #961083)
	Buyer, Senior	Range 33.5A	Range 35.5A (Salary Report #961082)

SECTION 6. SALARY RECOMMENDATIONS. As recommended by the Personnel Director, the salary for the following title is hereby changed, as of the effective date of this ordinance.

Department	Title	Old Salary	New Salary
Executive Services	City Payroll Supervisor	Range 36.5A	Range 38.5A (Salary Report 971176)

SECTION 7. TITLE CHANGE. As recommended by the Personnel Director, the following title is hereby changed, with no change in salary, effective as of the date of May 27, 1997.

Change from (old title)	Change to (new title)	Salary
Architectural Project Coordinator	Building Project Coordinator (Report #97-1281)	Range 35.5A

SECTION 8. POSITION NUMBER CORRECTION. The following is submitted to correct position number as shown in Section 1 of Ordinance #118499.

Department	Title/Position Number As Shown	Correct Position Number
Water (Report #96-848)	Water Quality Analyst, Senior (Position #012444)	Water Quality Analyst, Senior (Position #012144)

SECTION 9. TITLE CORRECTIONS. The following is submitted to correct an incorrect ordinance title shown in Section 3 of Ordinance #118499.

Department	Title/Position Number As Shown	Retitle To
Executive Services	Video Specialist, Principal Position #025457	Video Production Specialist, Principal

SECTION 10. TITLE CORRECTIONS. The following is submitted to correct an incorrect ordinance title shown in Section 1 of Ordinance #118561.

Department	Title/Position Number As Shown	Correct Title/ Position Number	Retitle To
Housing and Human Services	Programmer Analyst Position #022753 (Report #96-905)	Counselor Position #022753 (Report #96-905A)	Systems Analyst

SECTION 11. MANAGEMENT COMPENSATION REVIEW COMMITTEE TITLE RECOMMENDATION. As recommended by the Management Compensation Review Committee (MCRC), the following position is hereby retitled, effective March 21, 1995.

Department	Current Title/Position Number	New Title/Salary Range
Police	Police Records & Information Manager/ Position #015422	Director V/ Salary Range: 42.0A (MCRC Report date of 1/6/97)

SECTION 12. EXEMPT POSITIONS. As recommended by the Personnel Director in response to requests from customer departments to render certain positions in employment exempt from the classified service, S.M.C. 4.13.010 (known as the Exemptions Ordinance), Section Q, is hereby amended as follows:

Employing Unit	Titles of Exempt Positions
Q. Police	Administrative Staff Assistant
	Administrative Assistant to Chief of Police
	All positions included in the Public Safety Civil Service
	Community Policing Director
	Director V
	Emergency Preparedness Administrator
	Fiscal and Property Management Director--Police
	Police Department Clinical Psychologist
	Police Personnel Director
	Warrant Officer
	Warrant Officer, Senior
	Warrant Officer, Supervisor

SECTION 13. 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 14. Any act consistent with the authority and prior to the effective date of this ordinance is hereby ratified and confirmed.

SECTION 15. 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 a two-thirds (2/3's) vote of the members of the City Council the 11th day of August, 1997, and signed by me in open session in authentication of its passage this 11th day of August, 1997.

President.....of the City Council

Approved by me this 15th day August, 1997.

Mayor

Filed by me this 15 day of August, 1997.

City Clerk

(SEAL)

City of Seattle

Norman B. Rice, Mayor

Executive Services Department
Dwight D. Dively, Director

MEMORANDUM

DATE: June 18, 1997

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

FROM: Lidia Santiesteban
Classification/Compensation Director

SUBJECT: Represented Positions on the 1997 Second Quarter Classification Ordinance for the Committee Agenda on July 16, 1997.

The following is a breakdown of those positions from the 1997 Second Quarter Classification Ordinance that would be represented or continue to be represented following legislation. These positions are listed by bargaining unit, position title proposed by the Ordinance, and number of affected positions.

Bargaining Unit	Proposed Title	# of Position(s)
004- Local 17 Prof. and Technical Eng. Technical Unit	Electrical Engineering Specialist, Assistant	1 (from 004)
	Recreation Program Specialist	1 (from 027)
	Solid Waste Field Representative Supervisor	1 (from 004)
019- Public Service & Industrial Employees, Local 1239	Gardener	19 (from 019)
	Grounds Equipment Mechanic, Senior	1 (from 019)
032- Prof. and Technical Engineers, Local 17, Senior Professional Unit	Electrical Engineer, Senior	1 (from 032)
	Civil Engineering, Senior	1 (from 034)
034- Prof. and Technical Engineers, Local 17, Professional Unit	Capital Projects Coordinator	1 (from 004)
	Rates Management Analyst, Senior	1 (from 030)
	Systems Analyst	1 (from 004)
	Civil Engineer, Associate	1 (from 004)

Bargaining Unit	Proposed Title	# of Positions
035- Prof. and Technical Engineers, Local 17, Admin. Support Unit	Electrical Sales Order Processor	1 (from 035)
	Administrative Specialist I-BU	1 (from 035)
	Administrative Specialist II-BU	1 (from 035)
047- Local 32, Plumbers Crew Chief Unit	Water Pipe Crew Chief	1 (from 008)
077- IBEW, Local 77	Power Dispatcher, Senior	1 (from 077)

The following is a breakdown of those positions that would no longer be represented following legislation of the 1997 Second Quarter Classification Ordinance. These positions are listed by bargaining unit, proposed title, and number of positions affected.

Former Bargaining Unit	Proposed Title	# of Positions
004- Local 17, Prof. and Technical Eng., Tech. Unit	Water Laboratory Assistant, Senior	1
034- Local 17, Prof. and Technical Eng., Prof. Unit	Systems Analyst	1
	Data Processing Systems Analyst	1
	Systems Analyst, Senior	1
035- Local 17, Prof and Technical Eng., Admin. Support Unit	Claims Adjuster	1

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

LS:lyl

City of Seattle

Norman B. Rice, Mayor

Executive Services Department
Dwight D. Dively, Director

MEMORANDUM

DATE: June 18, 1997

TO: Honorable Jan Drago, President
Seattle City Council

Via: Norman B. Rice, Mayor

Attn: Judy Bunnell, Acting Director
Office of Management and Planning

FROM:

Dwight Dively, Director
Executive Services Department

Sarah Welch, Director
Personnel Division

SUBJECT: Proposed Legislation - 1997 Second Quarter Classification Ordinance

The attached ordinance will implement proposed position, title, classification, and salary changes recommended by the Personnel Director during the Second Quarter of 1997.

Section 1 includes positions recommended for reclassification and retitling. *Section 2* recommends new titles and salaries for the various City departments. *Section 3* retitles and corrects a classification recommendation for the Parks and Recreation Department as listed in the 1997 Budget Ordinance, effective 1/1/97. *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 & 6* recommends new salary rates for existing titles. *Section 7* recommends a title change with no change in salary. *Section 8 & 9* recommends revisions to Classification Ordinance #118499. *Section 10* corrects a title as shown on Ordinance #118561. *Section 11* includes a new salary for an exempt position as proposed by the Management Compensation Review Committee, effective 3/21/95. *Section 12* 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 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 1997 matching contribution rates for FICA is 6.2 percent and 1.45 percent for Medicare.

Attachment C displays the type of classification request acted upon and the estimated increased cost of each change from the effective date through the end of 1997, as well as departmental and City-wide total cost estimates. Consistent with past practice, Classification Project actions are not included in the costing calculations.

If you have any questions or need additional information regarding this ordinance, please contact Lidia Santiesteban, Classification/Compensation Director, at 386-9081. Your approval of this ordinance is respectfully requested.

DD:sw/lyl

Attachment (1997 Second Quarter Classification Ordinance)

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

ATTACHMENT A

SECTION 1

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: March 6, 1997 **Report No. 95-910**

POSITION IDENTIFICATION

Department: City Light
Classification Title: Training and Education Coordinator
Ordinance Title: Training and Education Coordinator
Position Number: 012448
Bargaining Unit: 030 **Current Salary:** $18.55 - 21.67 (Range 31.0A)

RECOMMENDED ACTION

Classification Title: Office Automation Coordinator
Ordinance Title: Office Automation Coordinator
Legislation Required: Yes
Rec. Bargaining Unit: 030 **Recommended Salary:** $20.04 - 21.67 (Range 31.0C)
Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbent:
Current Standing: Training and Education Coordinator
Recommended Standing: Office Automation Coordinator
In recommended standing, incumbent status is:

[X] **Regular** [ ] **Probationary** [ ] **Temporary** (Exam Required)

Authority: Personnel Rule -

[X] 2.3.100; [ ] 2.3.200; [ ] 2.3.300.

Remarks:

Recommended:	Team 2	Classification Analyst(s)
Approved:	John Pearson	Classification 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 PC Training Unit in the IT Support Services Section of Seattle City Light.

SCOPE OF REVIEW

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

- the Position Description Questionnaire dated January 10, 1995;
- comparative review of class specifications within the class series of Management Systems Analyst, Help Desk Specialist, Systems Analyst, Training and Education Coordinator, and Office Automation Technician/Trainer;
- additional documentation submitted by the incumbent and immediate supervisor reflecting the position's duties and responsibilities;
- an informational audit with the incumbent, the supervisor, and department management staff;
- comparisons to similar positions; 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 automation application and implementation, setting standards across the network server, providing technical support to end-users, and overseeing the work of subordinate staff.

BACKGROUND

According to departmental management, the subject position has department-wide responsibilities, and is essentially responsible for providing training and technical expertise on software applications used by over one thousand City Light employees. This work involves analyzing, designing, developing and administering a computer training and troubleshooting support program that provides instruction and support to a multi-server netware environment; coordinating the implementation of multiple applications across the Utility; developing work plans and schedules to implement across the network; and providing technical consultation to network administrators, application developers and end users.

ANALYSIS

Based on this description, class specifications within the Management Systems Analyst, Help Desk Specialist, Systems Analyst, Training and Education Coordinator, and Office Automation Technician/Trainer series were selected for comparison.

The work of these series is characterized in the following manner:

Management Systems Analyst - provides 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.

Help Desk Specialist - responds to incoming calls regarding data communication and system operations software and hardware difficulties by analyzing problems to determine and provide immediate resolution and instructions to users.

Systems Analyst - performs 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 and software.

Training and Education Coordinator - plans, designs, coordinates, implements and monitors departmental and City-wide training activities within a department or for a specific training program (safety, interviewing and resume writing, sexual harassment, etc.)

Office Automation Technician/Trainer - provides software application analysis, consultation and training to *all departmental employees* in office automation utilization in local and network environments, including gathering and evaluating data, recommending and preparing alternative solutions, and documenting procedural and technical operations.

COMPARISON

The duties and responsibilities of the subject position have been reviewed with the specific objective of identifying its appropriate classification. In reviewing the above descriptions, it is clear that the subject position and each of the above classes have similar characteristics. Therefore, in order to determine the most appropriate classification, it is necessary to compare the essential duties of the subject position with those of the above mentioned classes.

Help Desk - is responsible for responding to calls related to communication and system operations and hardware, and issues dealing with software problems are referred to the appropriate person(s).

Management Systems Analyst - is responsible for providing advice and service to management regarding specific operational and administrative process and reporting systems.

Systems Analyst - performs system design, development, implementation and maintenance activities related to data processing systems.

Training and Education Coordinator - positions plan, design, coordinate, implement and monitor department and City-wide training activities.

Office Automation Technician/Trainer - is responsible for troubleshooting, and providing software application and word processing training indicative to the complexity of the software.

According to the PDQ submitted for this review the primary purpose of the subject position's work unit is to analyze and resolve technical and system application problems for network office automation application software; provide technical consultation; and to deliver network, operating and application software training to all City Light employees. The subject position, however, is essentially responsible for office automation application implementation, setting standards across the network server, providing end-user support, and overseeing the work of the Office Automation Technician/Trainers.

COMPARISON

While it is clear that the work of the subject position pertains to the Office Automation Technician/Trainer class (providing software application analysis, consultation and training to departmental employees in office automation utilization in local and network environments), it is also very clear that the work assigned to this position is at a much higher level (implementing office automation application, setting standards across the network server, providing technical support to end-user, and overseeing the work of subordinate staff) than that described with the class specification of Office Automation Technician/Trainer.

CONCLUSION

In reviewing and comparing the duties and responsibilities of the subject position to those of the above-mentioned class specifications, it is clear that the most relevant class is that of Office Automation Technician/Trainer. It is also clear that the duties and responsibilities currently assigned to the subject position differ from those allocated to positions within this title. Positions currently allocated to Office Automation Technician/Trainer class are expected to provide consultation and service, train departmental staff and to write and develop curricula for all levels of employees in a very large department and its multiple software and applications systems in the Department; whereas the subject position is expected to implement and set standards across the network server for various office automation

applications; provide technical support to end-users; and oversee the work of subordinate Office Automation Technician/Trainer staff.

We also found through this review that the work assigned to the subject position has not changed since its last review and allocation to the title of Training and Education Coordinator. We however, propose creating a new title for this position in order to make it more specific to the series of Office Automation Technician/Trainer. Since, no changes have occurred in the assigned body work, we recommend no change in salary range (31.0A).

Recommendation:

It is our recommendation, that a new title of *Office Automation Coordinator* be created to appropriately classify this unique body of work. The effective date of this action should be 30 days after the passage of this ordinance to coincide with the adoption of the class specification for Office Automation Coordinator.

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: March 26, 1997 | Report No. 96-874

POSITION IDENTIFICATION

Department: City Light
Classification Title: Civil Engineering Specialist, Supervisor
Ordinance Title: Civil Engineering Specialist, Supervisor
Position Number: 012857
Bargaining Unit: 032 **Current Salary: $25.54 - $28.58 (Range: N/A)**

RECOMMENDED ACTION

Classification Title: Electrical Engineer, Senior
Ordinance Title: Electrical Engineer, Senior
Legislation Required: Yes
Rec. Bargaining Unit: 032 **Recommended Salary: $25.00 - $29.10 (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.
[ ] 2.3.100;	[ ] 2.3.200;	[ ] 2.3.300.

Remarks: See next page for pertinent allocation information.

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

The attached Position Description Questionnaire (PDQ) was submitted for our review and recommendation to reclassify the vacant position from its current title of Civil Engineering Specialist, Supervisor to Senior Electrical Engineer.

Based upon the duties and responsibilities of the subject position, in addition to the minimum qualifications expected of the position we recommend that Position #012857 be reclassified to the requested title.

Recommendation:
Based upon our review of the duties and responsibilities of the position as outlined in the Abbreviated Position Description, we recommend that the position be reclassified from Civil Engineering Specialist, Supervisor to Electrical Engineer, Senior effective February 20, 1997, which is the date the City Light Department specifically requested.

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: May 5, 1997 **Report No.** 96-800

POSITION IDENTIFICATION

Department: City Light

Classification Title: Systems Analyst

Ordinance Title: Systems Analyst

Position Number: 021197

Bargaining Unit: 034 **Current Salary:** $20.19 - $23.59 (Range: N/A)

RECOMMENDED ACTION

Classification Title: Senior Systems Analyst

Ordinance Title: Senior Systems Analyst

Legislation Required: Yes

Bargaining Unit 030 **Recommended Salary:** $23.78 - $27.7 (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
[X] 2.3100	[ ] 2.3.200	[ ] 2.3.300.

Remarks:

Recommended: Team 2 J.D. Classification/Compensation Analyst(s)

Approved: John Pearson Classification/Compensation Supervisor

Recommended: Lidia Santiesteban Classification/Compensation Director

Recommended: Sarah Welch 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 #121093G) 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 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 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 #021197 be classified as Senior Systems Analyst.

The incumbent has requested that the reclass be effective January 1989. I believe this date is inappropriate. The Classification Project changed the title only from DPSA to SA. 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. 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 #021197 to Senior Systems Analyst with an effective date of April 26, 1995.

Addendum *(Log # 1270)* to Report #800

The above report was submitted to the City Light Department on March 7, 1997, for review and comments. Departmental management and the subject incumbent agreed with the classification determination, but objected to the effective date. It is their belief that the effective date should be February 1989.

After careful review and consideration of the information presented at the Reconsideration Hearing, the Board determined the following: 1)that this position was reviewed by the Appeal Examiner and allocated to the title of Systems Analyst effective January 2, 1991, based on position information dated November 9, 1993; 2) that the Reconsideration Board has no authority to reverse classification determinations made by the Appeal Examiner; 3) the Board's determination is that reclassification of Position #021197, from Systems Analyst to Senior Systems Analyst should be effective November 10, 1993.

CITY OF SEATTLE
PERSONNEL DEPARTMEN

CLASSIFICATION DETERMINATION REPORT

Date: January 3, 1997 **Report No.** 96-895A

POSITION IDENTIFICATION

Department: City Light

Classification Title: Training and Education Coordinator

Ordinance Title: Training and Education Coordinator

Position Number: 023573

Bargaining Unit: 030 **Current Salary:** $18.08-21.12 (Range: 31.0A)

RECOMMENDED ACTION

Classification Title: Apprenticeship Coordinator

Ordinance Title: Apprenticeship Coordinator

Legislation Required: Yes **Recommended Salary:** $18.08 -21.12 (Range: 31.0A)

Bargaining Unit: 030

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.
[X] 2.3100;	[ ] 2.3.200;	[ ] 2.3.300.

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. 023573 is located in the South Service Center Apprenticeship Office within the City Light Department. This division is responsible for administering a State approved apprenticeship program which provides quality technical training for apprentices and skill enhancement classes for journey level employees. The majority of this office's work includes development and coordination of training and recruitment for apprenticeship positions.

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 October 7, 1996;
- comparisons of class specifications in the Training and Education Coordinator series and the Apprenticeship Coordinator class;
- 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, a Training and Education Coordinator, performs the same body of work as that of Position No. 019273, an Apprenticeship Coordinator. It is the Department's desire to have these positions classified to the same title. Consequently, the Department has asked the Classification/Compensation Unit to review the position's assigned duties and responsibilities to determine the appropriate classification.

Summary of Work

The essential purpose of this position is to plan, design, coordinate, implement and manage department specific course content for apprenticeship and technical training activities and programs.

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 and analysis we found that the subject position is primarily responsible for conducting needs assessments, developing training materials, evaluating program effectiveness, and participating in instruction, selection and training of apprentices. Therefore, for purposes of this review, class specifications within the Training and Education Coordinator and Apprenticeship Coordinator classes were selected. The work of these classes are characterized as follows:

Training and Education Coordinator - Positions within this class plan, design, coordinate, implement and monitor training activities within a department or for a specific training program.

Apprenticeship Coordinator - Positions within this class coordinate the recruiting, selection and training of participants for a departmental State approved apprenticeship program specific to the trades.

Conclusion

The subject position is essentially responsible for the design, development, implementation, coordination and presentation of departmental specific apprenticeship and technical training programs, which provides apprentices and skilled crafts employees with actual work experience and training opportunities. These are duties and responsibilities most relevant to the class of Apprenticeship Coordinator.

Recommendation:

Therefore, based on the above analysis and conclusion, we recommend that the subject position be allocated to the title of Apprenticeship Coordinator. This action should become effective October 7, 1996, the date the PDQ was signed.

CITY OF SEATTLE
EXECUTIVE SERVICES DEPARTMENT
PERSONNEL DIVISION

CLASSIFICATION DETERMINATION REPORT

Date: January 21, 1997 **Report No.** 96-0901

POSITION IDENTIFICATION

Department: City Light

Classification Title: Assistant Gardener

Ordinance Title: Gardener, Assistant

Position Number: 013317

Bargaining Unit: 019 **Current Salary:** $12.68, 13.13, 13.65 -- ***1996 Rates***

(Salary Range 19.5C)

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

RECOMMENDED ACTION

Classification Title: Gardener

Ordinance Title: Gardener

Legislation Required: Yes **Recommended Salary:** $14.14, 14.67, 15.26 -- ***1996 Rates***

(Salary Range 22.5C)

Rec. Bargaining Unit: 019

Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Current Incumbent:
Former Incumbent:
Current Incumbent Standing:
Former Incumbent Standing

Recommended Standing: Gardener
In recommended standing,former and current incumbent status is: Regular

Regular; **Probationary;** **Temporary.**

Authority: Personnel Rule

[X] 2.3.100; [ ] 2.3.200; [ ] 2.3.300

Remarks: Recommended standing applies to both former incumbent (1/22/95 to 4/25/95) and current incumbent (10/31/95 to Current Date)

Recommended: Team 1 Classification/Compensation Analyst

Approved: Edie Jorgensen Classification/Compensation Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

This position was reviewed by Classification Analysts James Woo, Curt Funk and SharonLee Nicholson, all members of Class/Comp Team 1. SharonLee Nicholson prepared the following report.

Position Identification and Source of Request
Position No. 013317 is located in the Vegetation Management Unit of the South Service Center, City Light. This position is responsible for the general maintenance of substation landscapes and for preparing records and reports. The position is one of several included in a Step 3 Expedited Grievance (Work Out of Class Reclass--Grievance #95-12) filed by Local 1239 on behalf of Assistant Gardeners in the Parks, Engineering and City Light Departments. The grievance was originally filed February 21, 1995. However, Position Description Questionnaires (PDQs) were not received until August 28, 1996 when most of the required PDQs were provided.

Scope of Review
This review included:
- Position Description Questionnaire completed by then incumbent (Katherine Smith) on April 6, 1995 including unit organization chart;
- Position Record Card for Position No. 013317;
- HRIS Employee Data for current incumbent (Christa Maria Young);
- Correspondence between Local 1239 and City Labor Relations associated with Grievance No. 95-12;
- Class Specifications for Assistant Gardener (#9100003) and Gardener (#9100004);
- Telephone interview of Joan Hett, Vegetation Manager, South Service Center, City Light; and
- Other classification information related to the grievance that is internally available.

Summary of Work
The incumbent in Position No. 013317 spends 80% of her time performing general maintenance of all station, shop and customer service landscaped areas. This work involves use of tools, machines, pesticides, plant materials and maintenance materials (e.g. mulch, compost, etc). An additional 5% of the incumbent's time is considered top priority in responding to customer complaints or repairing landscapes in the City Light landscape system. The highest priority activity of this position is implementing a *"0-Tolerance for Weeds in 240kv Stations"* program which involves inside use of pesticides and/or IPM measures. All daily activities are reported and recorded for management use and information.

Other expectations of this position include:
- Maintaining current *"Public Pesticide Applicator's"* license
- Planning and budgeting for plantings at assigned sites;
- Operating a variety of sprinkler clocks in connection with conservation and use restrictions.

Analysis
A review of the class specifications for *"Assistant Gardener"* and *"Gardener"* reveals little functional difference between the two classes. Both classes perform gardening work and are responsible for the general care of flowers, shrubs, trees, lawns and other plant materials and landscaped areas. Differences occur in supervision, potential for lead responsibility and licensing for and use of pesticides.

Gardeners are required to hold a "Public Pesticide Operator's License" and are expected to work independently. According to the class spec, Gardeners may also be expected to lead a small group of *Assistant Gardeners* in gardening duties.. According to Schematic #9100004, *"The Gardener is distinguished from the Gardener, Assistant by the degree to which they function independently and are held accountable for the work performed."* Another important distinguishing characteristic is that *Assistant Gardeners* are not required to hold a Public Pesticides license. *Assistant Gardeners* function under close supervision while *Gardeners* receive general supervision.

According to the PDQ submitted for this grievance, Position No. 013317 regularly applies pesticides. The incumbent communicates with the crew chiefs of 240kv stations about timing of the spraying and related pesticide issues. The incumbent usually works independently after receiving assignments from the Crew Chief and is expected to write up and maintain reports on both the day-to-day gardening assignments and the pesticide spray cycle. This position does not currently lead other gardening personnel.

A telephone interview with the position's manager revealed that the position is expected to be a skilled shrub and tree pruner. The Gardener class spec supports this statement in the Class Summary which lists the skills required (. . . transplanting, cultivation, pruning. . ." [emphasis added]. The Assistant Gardener Class Summary does not indicate that pruning is a required skill; however, in practice Assistant Gardeners prune trees and shrubs under the supervision of Gardeners or Senior Gardeners.

Information provided for this position indicates that the appropriate classification for this body of work is *"Gardener"*, Schematic No. 9100004 based on (a) type of supervision received, (b) independence of work performance, (c) requirement to hold a Public Pesticides license, (d) performance of pesticides treatment; and (e) requirement for pruning skills.

Recommendation
Based on our review of the information provided with this grievance, we recommend reclassification of Position No. 013317 to *GARDENER*. In accordance with Paragraph No. 20.5 of the Agreement between the City of Seattle and the Joint Crafts Council, the effective date of this recommendation is January 22, 1995, 30 days prior to the date Grievance #95-12 was filed.

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: February 20, 1997 **Report No.:** 96-1057

POSITION IDENTIFICATION

Department: City Light

Classification Title: Accounting Technician III

Ordinance Title: Accounting Technician III - BU

Position Number: 012482

Bargaining Unit: 035 **Current Salary:** $15.36 - 17.22 **(Range:** 25.0B)

RECOMMENDED ACTION

Classification Title: Claims Adjuster

Ordinance Title: Claims Adjuster I

Legislation Required: Yes

Bargaining Unit: 030 **Recommended Salary:** $17.53 - 20.44 **(Range: 29.5A)**

Remarks **See next page for pertinent allocation information**

INCUMBENT STATUS

Incumbent:

Current Standing: Accounting Technician III

Recommended Standing: Claims Adjuster

In recommended standing, incumbent status is:

Regular	X Probationary	Temporary
[x] 2.3100	[ ] 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

This position was reviewed as a result of an expedited grievance filed by Local 17 on behalf of the current incumbent. Position No. 012482 is located in the Credit Office in the City Light Department. This Unit is responsible for collecting debts for City Light on all damage claims against City Light facilities.

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 Irene Ogunyemi) which consisted of the following:

- the Position Description Questionnaire (PDQ) dated and signed October 14, 1996;
- comparisons of class specifications in the Credit Representative class series and position files allocated to the title of Field Adjuster;
- additional information submitted by the incumbent and immediate supervisor reflecting the position's duties and responsibilities;
- an audit interview with the incumbent and immediate supervisor;
- comparison to similar positions;
- review of the organization unit affecting the subject position;
- position history records and related classification files.

Summary of Work

The essential purpose of this position is to investigate, negotiate payments and initiate collection proceedings; and to justify all billing claims and charges for damages to City property, such as car/pole accidents, underground wiring dig-ups, vehicular accidents, vandalism and overhead distributions lines.

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:

After carefully reviewing the duties described in the current PDQ, it is apparent that the subject position is no longer performing work in the Accounting Technician series. Positions within this class performs a variety of accounting functions and tasks associated with the maintenance and updating of accounting records. Whereas, this position is expected to:

- conduct investigative work on damage claims to City Property; analyze police reports, damage work orders and safety reports; initiate damage claims processes; negotiate payment arrangements; initiate collection of NSF checks of non-electrical bills; and process and file notifications of bankruptcy and probate.

- respond to and resolve disputes; assist collection agencies and City Attorney's Office with research, investigation and legal proceedings of assigned accounts;

- represent City Light in court appearances, and acts on behalf of the Utility in arbitration processes by providing supporting documents, discussing repair work, justifying labor hours; clarifying the billing process and explaining ordinances, codes, precedents and mandates.

Comparison

Management requested this position be allocated to the title of Senior Credit Representative. We found however, that positions allocated to this class conduct phone and in-person visits to utility customers to collect on delinquent electrical accounts and negotiate arrangement for payments.

Our research and review lead us to conclude that the work of the subject position very closely resembles work performed by Claims Adjusters. Positions allocated to this title investigate and adjust personal injury and property damage claims; inspect accident sites; review police reports; determine liability; recommend and negotiate settlement; assist City Attorneys; make progress reports, and prepare correspondence.

Recommendation:

Therefore, based on the above review, we recommend that the subject position be allocated to the title of Claims Adjuster. This action should become effective October 21, 1996, which is 15 days prior to the filing of this grievance, and in accordance with Section's 6.2 and 6.6 of the Collective Bargaining Agreement between I.F.P.T.E. and the City of Seattle.

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: March 7, 1997 **Report No.:** 97-1174

POSITION IDENTIFICATION

Department: City Light

Classification Title: Civil Engineering Specialist, Assistant

Ordinance Title: Civil Engineering Specialist, Assistant III

Position Number: 018939

Bargaining Unit: 004 **Current Salary:** $16.27 - 22.71

RECOMMENDED ACTION

Classification Title: Electrical Engineering Specialist, Assistant

Ordinance Title: Electrical Engineering Specialist, Assistant

Legislation Required: Yes

Bargaining Unit 004 **Recommended Salary:** $16.14 - 22.71

Remarks **See next page for pertinent allocation information**

INCUMBENT STATUS

Incumbent:

Current Standing: Civil Engineering Specialist, Assistant

Recommended Standing: Electrical Engineering Specialist, Assistant

In recommended standing, incumbent status is:

Regular	Probationary	**Temporary**
[ ] 2.3100	[ ] 2.3.200	**[X] 2.3.300**

Remarks:

Recommended: Team 2 I.O. Classification Analyst(s)

Approved: John Pearson Classification Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

This position was reviewed as a result of a departmental request. Position No. 018939 is located in the Standards Engineering Division within the City Light Department. This Division researches and develops construction standards and equipment, quality assurance of all operating equipment, and distribution of construction, stock and material specification books.

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 Irene Ogunyemi) which consisted of the following:

- the Position Description Questionnaire (PDQ) dated February 3, 1997;
- comparisons of class specifications in the Electrical Engineering Specialist, Civil Engineering and Graphics Arts Designer 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
- position history records and related classification files.

Summary of Work

According to departmental management, this position is essentially responsible for performing standards work related to the investigation, planning, construction, operation and maintenance of Seattle City Light's electrical distribution 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:

This position is presently filled as a Graphic Arts Designer ilo Civil Engineering Specialist , Assistant. Management indicates, and our initial review confirms that the work performed by the subject position is clearly not that of Graphic Arts Designer *(designing, illustrating, coordinating and preparing graphic arts materials for a department).* We also determined that the position is not performing Civil Engineering Specialist work *(construction - transportation and streets).* We did find, however, that the work described within the subject PDQ resembles that described within the class series of Electrical Engineering Specialist *(electricity - street lighting and power plants).*

Therefore, class specifications within the Electrical Engineering series were chosen for this review. The work of the series is characterized in this manner:

Electrical Engineering Specialist - provides technical electrical engineering activities including investigating, planning, constructing, operating and maintaining municipal public work facilities, utilities and service projects.

This class consist of four levels *(assistant, journey, senior and supervisor).* The levels are distinguished from one another by their respective degrees of work difficulty, responsibility, lead and/or supervisory duties. For this review the assistant and journey levels were chosen. The work of the assistant and journey classes are describe in this manner:

Electrical Engineering Specialist, Assistant - performs entry-level technical electrical engineering activities.

Electrical Engineering Specialist, Associate (journey) - performs complex and difficult technical electrical engineering activities.

We also compared the work of the subject position to that of other Electrical Engineering Specialist positions within the Department, and found them to be similar in scope and complexity to those assigned to positions at the assistant level.

Recommendation:

It is therefore, our recommendation that the subject position be allocated to the title of Electrical Engineering Specialist, Assistant. The effective date of this action should be June 1, 1995, the date management states the incumbent began performing the work.

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: March 7, 1997 **Report No.:** 97-1182

POSITION IDENTIFICATION

Department: City Light

Classification Title: Power Dispatcher

Ordinance Title: Power Dispatcher

Position Number: 012701

Bargaining Unit: 077 **Current Salary: $26.92 - 27.89 - 28.85**

RECOMMENDED ACTION

Classification Title: Power Dispatcher, Senior

Ordinance Title: Power Dispatcher, Senior

Legislation Required: Yes

Bargaining Unit 077 **Recommended Salary:** $31.73

Remarks **See next page for pertinent allocation information**

INCUMBENT STATUS

Incumbent:

Current Standing: Power Dispatcher

Recommended Standing: Power Dispatcher, Senior

In recommended standing, incumbent status is:

Regular	Probationary	**Temporary**
[ ] 2.3100	[ ] 2.3.200	**[X] 2.3.300**

Remarks:

Recommended: Team 2 Classification Analyst(s)

Approved: John Pearson Classification Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

This position was reviewed as a result of a departmental request. Position No. 012701 is located in the System Control Center within the City Light Department. This Unit is responsible for economic scheduling and dispatch of Seattle City Light's power resources in compliance with all Utility commitments and the safe reliable operation of the electrical system.

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 Irene Ogunyemi) which consisted of the following:

- the Position Description Questionnaire (PDQ) dated January 31, 1997;
- comparisons of class specifications in the Power Dispatcher 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
- position history records and related classification files.

Summary of Work

The essential purpose of this position is to provide relief for senior dispatchers and to provide leadership, mentoring and coaching to distribution dispatchers. According to departmental management, the development and implementation of the Energy Management System, related training, and issues and workload surrounding industry restructuring has resulted in the need for a senior relief dispatcher. In an effort to meet departmental goals, management has found it necessary to relieve Senior Dispatchers from their scheduled shifts. However, once the transition is completed, additional assistance will still be needed during the swing shift.

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:

Our initial review of the subject PDQ led us to conclude that the position's body of work is reflected within the Power Dispatcher class series which consist of three levels *(assistant, journey and senior).* The various levels within this series are distinguished from one another by their respective degrees of work difficulty and responsibility. The journey and senior levels were chosen for this review.

The class specification for Power Dispatcher (journey) describes positions that monitor, direct, and control the Seattle City Light electrical distributions system, and coordinate activities of personnel engaged in operating substations and lines of electrical power systems to insure adequate distribution of electricity to meet power demands.

Whereas, the class specification for Senior Power Dispatcher describes positions that perform *advanced dispatching work* including directing and controlling the production of electricity by City Light, the delivery of appropriate levels of power for the City Light service area and the distribution of electricity between City Light and dozens of purchasers and suppliers of City Light power.

Based upon the above analysis, it is clear that the duties of the subject position more closely resembles those described in the Senior Power Dispatcher class specification. We also compared the work of this position to that of other Senior Power Dispatcher positions within the Department, and found them to be similar in scope and complexity.

Recommendation:

Therefore, based on the above, we recommend the subject position be reclassified to the title of Senior Power Dispatcher. This action should be effective May 3, 1994, to coincide with the date management states the incumbent began performing the work.

CITY OF SEATTLE
EXECUTIVE SERVICES
DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: Mar. 10, 1997 **Report No.:** 97-1193

POSITION IDENTIFICATION

Department: City Light

Classification Title: Administrative Support Assistant

Ordinance Title: Administrative Support Assistant

Position Number: 012621

Bargaining Unit: 035 **Current Salary:** $11.82 - $13.26 **(Range:** 18.0B)

RECOMMENDED ACTION

Classification Title: Electrical Sales Order Processor

Ordinance Title: Electrical Sales Order Processor

Legislation Required: Yes

Bargaining Unit: 035 **Recommended Salary:** $12.73 - $14.28 **(Range:** NA)

Remarks See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:

Current Standing: Administrative Support Assistant

Recommended Standing: Electrical Sales Order Processor

In recommended standing, incumbent status is:

[X] **Regular;** [ ] **Probationary:** [ ] **Temporary.**

Authority: Personnel Rule

[X] **2.3.100;** [ ] **2.3.200;** [ ] **2.3.300.**

Remarks:

Recommended: Team 2 I.O. Classification/Compensation Analyst(s)

Approved: John Pearson Classification/Compensation Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

Source of Request and Position Identification:

This position was reviewed as a result of a request from departmental management. Position # 012621 is located in the Retail Store of the Seattle City Light Department. The purpose of this Section is to provide information and answer technical questions about merchandise and products, and to handle sales of these merchandise and products to City Light employees and the public.

Position History:

Detailed historical data of the position can be accessed via the Personnel Division's Records Unit.

Scope of Review:

This review was conducted by Class/Comp Team 2, consisting of Irene Ogunyemi, Barbara Martin, and Gail Thompson. The review of the subject position included analysis of the following:

- Position Description Questionnaire (PDQ) submitted for this review;
- Comparisons of class specifications in the Warehouser, Electrical Sales Order Processor, Administrative Support and Accounting Technician class series;
- Team Two'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.

Background:

According to departmental management, the Seattle City Light Retail Store is a new establishment, its existence is a requirement stipulated by the lease agreement between City Light (City of Seattle) and Key Tower management. The subject position is under review to determine its appropriate classification.

Summary of Work:

The essential purpose of this position is to provide customer service to the public who call or visit the store, handle sales, order inventory, and perform all the standard cash/records accountability tasks associated with a utility retail outlet.

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:

We reviewed and compared the duties and responsibilities of this position to those of Warehouser, Supply and Inventory Technician, Accounting Technician, Administrative Support,

Electrical Sales Order Processor, Storekeeper and Store Clerk classes and/or class series. The work of these class series are characterized as follows:

Accounting Technician - positions assigned to this class series perform a variety of accounting functions and tasks associated with the maintenance and updating of accounting records.

Administrative Support - positions assigned to this class series perform a variety of clerical support tasks, or specialized task to support a specific function or program, prepare memos, letters, reports; answer telephones; receive and provide general information on departmental services, operational procedures and regulations.

Warehouser - positions assigned to this class receive, store and issue a variety of equipment, materials, and supplies in a warehouse or storage area.

Electrical Sales Order Processor - positions assigned to this class perform a variety of clerical and customer service work in the operation of a sales outlet, including ordering merchandise, totaling and balancing sales transactions, receiving, distribution and maintaining inventory of stock items.

Store Clerk - positions assigned to this class assists in operating a general store which sells food, dry goods, over-the-counter drugs, clothing, and hardware.

Storekeeper - positions assigned to this class operates a general store which sells food, dry goods, over-the-counter drugs, clothing, and hardware.

From our review and analysis, it is clear that the duties and responsibilities as outlined in the PDQ include: processing orders and invoices, maintaining inventory and accounting records and recording receipt of supplies; providing information and answering technical questions about utility merchandise and other products, transacting sales, maintaining inventory, and handling cash and records and are best represented in the Electrical Sales Order Processor class specification.

Recommendation:

Therefore, based on the above analysis, we recommend the subject position be reclassified to the title of Electrical Sales Order Processor, effective June 24, 1996, which is the date the departmental management stated the position incumbent started doing this body of work.

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: May 7, 1997 | Report No. 97-1275

POSITION IDENTIFICATION

Department: City Light
Classification Title: Unclassified
Ordinance Title: Civil Engineering Specialist, Assistant III
Position Number: 014042
Bargaining Unit: 004 **Current Salary: $19.45 - $22.71 (Salary Range: N/A)**

RECOMMENDED ACTION

Classification Title: Capital Projects Coordinator
Ordinance Title: Capital Projects Coordinator
Legislation Required: Yes
Rec. Bargaining Unit: 034 **Recommended Salary: $22.88 - $26.73 (Salary Range: N/A)**
Remarks: ***See next page for pertinent allocation information.***

INCUMBENT STATUS

Incumbent:
Current Standing: Civil Engineering Specialist, Assistant
Recommended Standing: Capital Projects Coordinator
In recomm. standing, incumbent status is: ***Trial Service Period per applicable Union Agreement***

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

Remarks: See next page for pertinent allocation information.

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 request filed by the City Light Department on behalf of the incumbent. Position No. 014042 is located in the Facilities Management Division of the Utility. The purpose of the work Unit is to oversee the planning, design and construction of Seattle City Light's building and grounds improvements. Projects involve capital improvements including new buildings and additions, seismic improvements, major interior renovations and all aspects of building related operations and maintenance. Furniture and equipment are procured; installations are planned; and space planning and facilities inventories/record keeping are performed supporting all Utility branches.

This request for review is based on the Department's claim that the subject position has assumed additional roles and responsibilities which have become a regular part of the subject position's work which are comparable to the work of other positions allocated to the Capital Projects Coordinator classification.

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

Scope of Review
This review consisted of an analysis and evaluation of the subject position by a team of Classification Analysts (Gail Thompson, Irene Ogunyemi and Barbara Martin) which consisted of the following:

- the Position Description Questionnaire (PDQ) dated April 18, 1997;
- comparisons to the class specifications within the Civil Engineering Specialist and Capital Projects Coordinator series;
- comparisons to similarly comparable positions;
- review of the organizational structure affecting the subject position;
- and, the position history card and position file

Summary of Work
As described in the PDQ, the essential purpose of the position is to provide project coordination and professional support for multi-million dollar facilities improvements projects. Specifically, the work includes:

- Coordinating comprehensive planning, design and construction activities to determine objectives, program plans and project scope; preparing reports, correspondence, advertisements and official documents.
- Coordinating consultant selection processes; negotiating and administering consultant contracts; coordinating all aspects of contracts among Seattle City Light staff; and evaluating consultant performance.
- Developing and negotiating schedules for design and construction; and monitoring and coordinating business activities of contractors, consultants, committees, community organizations and users during construction.

- Coordinating review of design prepared by consultants and construction work performed by contractors; and authorizing payments upon completion of major work activities.
- Coordinating space moves; performing space planning and furniture/equipment acquisition activities; and verifying accuracy of product and service invoices and project accounting.
- Planning facilities related capital improvement and other City-funded/sponsored projects by preparing necessary documents outlining scope of project, objectives, methodologies, resource estimates, and major duties of project participants.
- Coordinating permit acquisition activities with outside agencies, other counties and outside agencies.

Analysis:
The class specifications for Civil Engineering Specialist, Assistant, Civil Engineering Specialist, Associate, Assistant Capital Projects Coordinator and Capital Projects Coordinator were reviewed and compared to the duties and responsibilities of the subject position for purposes of determining the appropriate classification.

Positions allocated to classes within the Civil Engineering Specialist class series perform technical civil engineering and construction related activities including drafting; performing well-defined design work; approving, monitoring and inspecting construction projects and materials; reviewing plans, specifications and development proposals; developing project and contract specifications and cost estimates; providing assistance in administering construction contracts; enforcing ordinances controlling public property and facilities; maintaining records on City facilities and projects; surveying, sampling and testing materials. The differentiating characteristic between the Assistant Civil Engineering Specialist class (entry-level) and the Associate Civil Engineering Specialist class (journey-level) is the complexity of work assigned and the amount of supervision received.

Positions allocated to classes within the Capital Projects Coordinator class series coordinate the planning, design and construction processes of capital improvement and other City-funded/sponsored projects (CIP's) to ensure projects meet specifications and standards including researching, budgeting and scheduling of CIP's; administering consultant contracts; supervising construction; and monitoring project close-out. The differentiating characteristic between the Assistant Capital Projects Coordinator class (entry-level) and the Capital Projects Coordinator class (journey-level) is the size and scope of projects assigned and the level of independent authority to complete the work.

The class specification for Capital Projects Coordinator appears to best reflect the essential duties of the subject position. Positions in this journey-level class perform duties involving the planning, budgeting, and scheduling of all aspects of one or more capital improvement projects; negotiating and administering consultant contracts; coordinate bidding and contract awards; supervising construction; and monitoring project close-out. The subject position reports to the Facility Design Manager for the Utility and works along side a Senior Architect and Architectural Project Coordinator.

This position serves as the Project manager for major Facilities CIP's including North and South Service Center renovation projects, seismic improvements, and the Comprehensive Facilities Plan, and is expected to perform Facilities project coordination throughout the planning, design and construction phases; coordinate CIP program development/workload estimating; develop and administer various consultants contracts; purchase furniture and equipment; and oversee the more complex building and office space moves/installations, as needed.

Based upon the above analysis, we conclude that the subject position's duties more closely resemble the duties described in the Capital Projects Coordinator class specification. Subsequently, we compared the position's work to that of other Capital Projects Coordinator positions within the Department and throughout the City, and found them to be similar in scope and complexity.

[Note: The class specification for Senior Capital Projects Coordinator was reviewed but not considered as relevant for this particular position since the senior-level positions are typically distinguished from the journey-level Capital Projects Coordinator by the complexity, controversial nature, and/or high visibility of the projects coordinated. Projects assigned at this level generally have Mayoral, Council, and/or public interest; and, project budgets tend to be larger than most capital projects.]

Conclusion and Findings:
The subject incumbent was appointed to this position on February 15, 1995 as an intermittent employee via T-Authority. Subsequently, on December 7, 1995 the subject incumbent was permanently appointed to the position. During this time, the position has been paid out-of-class as Building Architect, Associate. Management claims that the subject incumbent has been consistently assigned to coordinate major facilities related Comprehensive Improvement projects and believes that the work described in the PDQ and reflected in this report is outside and beyond the classification of its current classification of Civil Engineering Specialist, Assistant, but rather compares to the Capital Projects Coordinator classification. Further, management is requesting that the subject position be reclassified to Capital Projects Coordinator retroactive to February 15, 1995, which reflects the date the subject incumbent was initially appointed (T-authority) to the position.

Recommendation:
The result of this review concludes that the work performed by the subject position compares to the class specification for Capital Projects Coordinator and compares to the work of other positions allocated to that title. The Personnel Department does not classify temporary positions. We, therefore, cannot approve the department's request for the February 15, 1995 effective date. We do, however, recommend that the position be reclassified from Civil Engineering Specialist, Assistant to Capital Projects Coordinator effective December 7, 1995 which coincides with the date the subject incumbent began performing the full range of duties and responsibilities of the position and the date the current incumbent was appointed to the position.

CITY OF SEATTLE
EXECUTIVE SERVICES DEPARTMENT
PERSONNEL DIVISION

CLASSIFICATION DETERMINATION REPORT

Date: May 27, 1997 **Report No.:** 97-1281

POSITION IDENTIFICATION

Department: City Light, Executive Services

Classification Title: Architectural Project Coordinator

Ordinance Title: Architectural Project Coordinator

Position Number: See Exhibit A **Current Salary:** $22.08 - 25.70

Bargaining Unit: 030 **Range:** 35.5A

Remarks:

RECOMMENDED ACTION

Classification Title: Building Project Coordinator

Ordinance Title: Building Project Coordinator

Bargaining Unit: 030 **Recommended Salary:** $22.08 - 25.70

Legislation Required: Yes **Range:** 35.5A

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: No change in status

[ ] **Regular** [ ] **Probationary** [ ] **Temporary** *(exam required)*

Authority: Personnel Rule

[X] 2.3.100; [ ] 2.3.200; [ ] 2.3.300

Remarks:

Recommended: CF for Team 1 Classification/Compensation Analyst(s)

Approved: Edie Jorgensen Classification/Compensation Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

This review recommends a change in the title of class specification #7000604 from *Architectural Project Coordinator* to *Building Project Coordinator.*

This review was conducted to investigate and address concerns over the current title of this classification. These concerns were raised by the Ethics Investigator of the Seattle Ethics and Elections Commission, and stem from RCW 18.08.310, relating to "registration or authorization to practice" architecture; and RCW 18.08.320, which contains definitions relating to the "practice of architecture." According to the Ethics Investigator's interpretation of these RCW sections, there is a problem in using the words "architect" or "architectural" in a situation that purports to practice architecture when in fact the individual performing the duties is not a registered or authorized architect.

When the issue of this title was initially raised, we investigated the two budgeted Architectural Project Coordinator positions at City Light and found that they were not expected to perform work that fit the criteria of the RCW. However, our investigation was limited to the written position descriptions on file for City Light (both of these positions were vacant at the time they were classified to Architectural Project Coordinator). After the issue was again raised by the Ethics and Elections Commission staff, we found that the duties occasionally performed by other positions in the Architectural Project Coordinator class might seem to be duties which some people might perceive as the practice of architecture. Further, it is our understanding that some incumbents in this class might possess an architectural license. A degree in architecture or certification to practice architecture are not absolute requirements of the class of Architectural Project Coordinator; and, while some of the duties of the class may be perceived as architectural in nature, the basic class concept is not that of a licensed, degreed, practicing architect.

Since the current class title of Architectural Project Coordinator may pose problems of legality if or when certain duties may be performed by the incumbents of positions in the class, we are changing the title of the class (and the positions allocated to it) to Building Project Coordinator, effective as of the date of this report (May 27, 1997).

This change is <u>only</u> in the title of the class specification; there are no other changes to the class specification, and the salary will remain the same. This was not a review of individual positions. All positions currently allocated to Architectural Project Coordinator will be allocated to Building Project Coordinator. The status, service credit, and salary level of each incumbent listed on Exhibit A remain unchanged, and continue uninterrupted under the changed title.

CITY OF SEATTLE
EXECUTIVE SERVICES DEPARTMENT
PERSONNEL DIVISION

EXHIBIT A
TO
CLASSIFICATION DETERMINATION REPORT NO. 97-1281

RECOMMENDED CLASSIFICATION TITLE:
BUILDING PROJECT COORDINATOR

RECOMMENDED SALARY:
Range 35.5A

Effective Date: 5/27/97

Incumbent		**Dept**	Executive Services
Position No.:	016517	**Current Salary:**	22.08 - 25.70
Current Class Title:	Architectural Project Coordinator	**Range:**	35.5A
Ordinance Title:	Architectural Project Coordinator	**Recommended BU Code:** 030	
Current Standing	Architectural Project Coordinator	**Status**	Regular
Rec Standing	Building Project Coordinator	**Rec Status**	Regular

Authority: Personnel Rule No. 2.3.100

Remarks: Title change only. No change in status.

Incumbent		**Dept**	Executive Services
Position No.:	020283	**Current Salary:**	22.08 - 25.70
Current Class Title:	Architectural Project Coordinator	**Range:**	35.5A
Ordinance Title:	Architectural Project Coordinator	**Recommended BU Code:** 030	
Current Standing	Architectural Project Coordinator	**Status**	Regular
Rec Standing	Building Project Coordinator	**Rec Status**	Regular

Authority: Personnel Rule No. 2.3.100

Remarks: Title change only. No change in status.

Incumbent		**Dept**	Executive Services
Position No.:	021319	**Current Salary:**	22.08 - 25.70
Current Class Title:	Architectural Project Coordinator	**Range:**	35.5A
Ordinance Title:	Architectural Project Coordinator	**Recommended BU Code:** 030	
Current Standing	Architectural Project Coordinator	**Status**	Regular
Rec Standing	Building Project Coordinator	**Rec Status**	Regular

Authority: Personnel Rule No. 2.3.100

Remarks: Title change only. No change in status.

Incumbent		**Dept**	Executive Services
Position No.:	023572	**Current Salary:**	22.08 - 25.70
Current Class Title:	Architectural Project Coordinator	**Range:**	35.5A
Ordinance Title:	Architectural Project Coordinator	**Recommended BU Code:** 030	
Current Standing	Architectural Project Coordinator	**Status**	Regular
Rec Standing	Building Project Coordinator	**Rec Status**	Regular

Authority: Personnel Rule No. 2.3.100

Remarks: Title change only. No change in status.

Incumbent		**Dept**	City Light
Position No.:	012478	**Current Salary:**	22.08 - 25.70
Current Class Title:	Architectural Project Coordinator (budgeted position)	**Range:**	35.5A
Ordinance Title:	Interior Design Services Supervisor ilo Architectural Project Coordinator	**Recommended BU Code:** 030	
Current Standing	Interior Design Services Supervisor	**Status**	Probationary
Rec Standing	Interior Design Services Supervisor	**Rec Status**	Probationary

Authority: Personnel Rule No. N/A

Remarks: Title change applies to the budgeted position. In-lieu-of fill as Interior Design Services Supervisor is not affected by this action.

Incumbent	Vacant	**Dept**	City Light
Position No.:	012852	**Current Salary:**	22.08 - 25.70
Current Class Title:	Architectural Project Coordinator	**Range:**	35.5A
Ordinance Title:	Architectural Project Coordinator	**Recommended BU Code:** 030	
Current Standing	N/A (vacant)	**Status**	N/A
Rec Standing	N/A	**Rec Status**	N/A

Authority: Personnel Rule No. 2.3.100

Remarks: Title change only. No change in status.

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: June 4, 1997 | Report No. 97-1286

POSITION IDENTIFICATION

Department: City Light
Classification Title: Administrative Specialist I
Ordinance Title: Administrative Specialist I-BU
Position Number: 018462
Bargaining Unit: 035 **Current Salary: $13..01 - $14.51 (Salary Range 20.5B)**

RECOMMENDED ACTION

Classification Title: Administrative Specialist II
Ordinance Title: Administrative Specialist II-BU
Legislation Required: Yes

Rec. Bargaining Unit: 035 **Recommended Salary: $14.00 - $15.66 (Salary Range 22.5B)**

Remarks: ***Effective date of this action is 30 days after passage of the ordinance***
(see abbreviated PDQ which is included as part of this report)

INCUMBENT STATUS

Incumbent: Vacant
Current Standing: Vacant
Recommended Standing: N/A
In recomm. standing, incumbent status is:

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

Remarks: See next page for pertinent allocation information.

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

CITY OF SEATTLE PERSONNEL DEPARTMENT
Classification/Compensation Unit

RECEIVED
CLASS/COMP
MAY 21 1997
FILE #

ABBREVIATED POSITION DESCRIPTION QUESTIONNAIRE

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

DEPARTMENT/DIVISION: Lighting/Power Generation Division/Org Unit 270

POSITION NUMBER: 018462 - Administrative Specialist I

DATE REQUESTED: 04/18/97 **EFFECTIVE DATE:**

CLASSIFICATION REQUESTED: Administrative Specialist II

POSITION PURPOSE: The purpose of this position is to perform a full range of administrative support functions and coordination of projects for the remote Boundary Project and special projects at this site such as the Boundary Rehabilitation Program and complete major overhauls of this site's hydroelectric generators.

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

Duties and Responsibilities Statements	% of Time
1. Establish, administer, enter data and maintain WinterCress data base for the Boundary Project and its unit overhauls. Track budget expenditures for labor and materials for special projects and the Boundary Project in general. Authorize user rights to this system by determining the user's needs to access needed information. Enter labor hours into WinterCress and convert these hours for the use in payroll through use of a specialized payroll module. Document preventative maintenance and corrective maintenance on every piece of equipment at this site so that an accurate history of labor and costs are easily accessible.	(30%)
2. Prepare preliminary data for this unit's budget and workload forecast. After review by the Generation Supervisor, prepare the budget in final format for submittal to the appropriate department head. Verify the MIS (Management Information Systems) report related to budget expenditures.	(20%)
3. Draft, proofread and distribute all correspondence on behalf of the Generation Supervisor including confidential and sensitive memos to employees, memos to other department heads and letters to county officials. Take, prepare and distribute safety meeting minutes, Joint Labor Management Subcommittee minutes, On-the-Job Operator Training Committee. Type miscellaneous projects for all employees of this project.	(15%)

4. Make travel and training arrangements for all employees of the Boundary Project by preparing appropriate authorization forms, working directly with travel agent for flight, hotel, and rental car reservations, issue travel advances from the Boundary Revolving Fund, issue gas and budget credit cards, prepare claim for expenses upon employee's return and determine allowable expenses. Account for travel advance within 10 days. Reimburse employee if appropriate or deposit unused travel advance back into the Revolving Fund. Assign a trip number and maintain spread sheet with all travel information. (10%)

5. Accountable for maintaining the Boundary Revolving Fund of $11,950 and a petty cash fund of $250. This process involves working up invoices with appropriate account distribution information, obtaining authorized signature for payment, paying invoices and requesting account replenishment from Seattle. Receipts and checking account funds must balance at $11,950 at all times. Reimburse petty cash when funds are low by working up receipts and writing a check from the Revolving Fund, cashing and replenishing petty cash box. Interpret union contracts for reimburseable expenses such as overtime meals, mileage and boot allowances. Maintain spread sheet on boot allowance reimbursements and carryovers. Determine whether an invoice should be paid through the Revolving Fund or through the Seattle Financial Management System (SFMS). Set up new vendor accounts and work with vendors to obtain tax ID information. Responsible for paying all invoices charged to this unit in a timely manner to obtain any cash discounts. Work directly with vendors to solve account discrepancies when they occur. (5%)

6. Timekeeper for entire Boundary Powerhouse Staff. This includes 35 permanent full-time employees and during the summer, four 6-month positions. In addition, separate timesheets are kept for Temporary Employment Service employees which can be up to four or more employees. Collect, verify and document work order numbers, overtime usage, out of class assignments, complete timesheets, sign and overnight express to Seattle. Completed corrected timesheets as needed. (5%)

7. Responsible for all aspects of employment at this facility from advertising vacancies through OFA, local bulletins and newspapers, filling out vacancy action forms, receiving resumes, answering public questions about employment processes, drafting letters to applicants, screening applicants and their resumes, arranging and setting up interview panels. Assist in training and orientating new employees to the Boundary facility and to Seattle City Light in general. Process all hiring paperwork from this facility. Orientates new employees of benefits available and answer related questions. Process all retirement/termination forms as required. Frequent contact with the general public on employment applications and opportunities, by phone and in person. Give and receive information as necessary to locate persons interested in City employment.

   Because of our remoteness from Seattle, and our close-knit type of community, employment opportunities and hiring practices are very sensitive in nature. In this position, it is imperative that all matters relating to employment be considered confidential. (5%)

8. Answer multi-line telephone system (six lines) with three different types of telephone systems (local, PAX, CNTX), screen calls for supervisor, answer questions from the public, schedule tours, forward calls to the appropriate personnel by using the intercom system, hand held 450 radio, or code call systems, take messages and deliver in a timely fashion. (5%)

9. Provide and assist employees with industrial insurance paperwork as needed. Responsible for filling out management's report of investigation on behalf of the Generation Supervisor and briefing supervisor on findings and status of employee's recovery. Work with the Industrial Insurance Claims Office, doctor's office and the employee to ensure proper claims handling. (3%)

10. Document and compile two different monthly gas and diesel reports for the Boundary Project. This process includes total gallons usage per vehicle and determining whether the usage is highway or non-highway. These reports are submitted to DAS and to general accounting. (2%)

POSITION ALLOCATION CRITERIA:

Duty No. 1 — A x primary ☐ secondary duty, is described in the class specification as:

Performs specialized administrative support functions in support of department or program activities requiring interpretation.

Duty No. 2 — A x primary ☐ secondary duty, is described in the class specification as:

Assists in developing/monitoring budgets and contracts for unit.

Duty No. 3 — A x primary ☐ secondary duty, is described in the class specification as:

Takes, prepares and distributes minutes and records of official meetings and proceedings.

Duty No. 4 — A x primary ☐ secondary duty, is described in the class specification as:

Posts accounts receivable and accounts payable. Verifies and balances all journal and ledger entries. Reconciles ledger transactions and discrepancies.

Duty No. 5 — A x primary ☐ secondary duty, is described in the class specification as:

ATII

Posts accounts receivable and accounts payable. Verifies and balances all journal and ledger entries. Reconciles ledger transactions and discrepancies.

Duty No. 6 — A x primary ☐ secondary duty, is described in the class specification as:

Prepares payroll/personnel documents and updates files to ensure proper and accurate employee, salary and benefits.

Duty No. 7 — A x primary ☐ secondary duty, is described in the class specification as:

Performs specialized administrative support function s in support of department or program activities requiring interpretation of department or program activities requiring interpretation of program guidelines within established limits.

Duty No. 8 — A ☐ primary x secondary duty, is described in the class specification as:
Perform other duties of the lower level.

Duty No. 9 — A ☐ primary x secondary duty, is described in the class specification as:

Reviews and evaluates required program or department documents for completeness, appropriateness and/or to determine program eligibility; processes documents according to guidelines.

Duty No.10 — A ☐ primary x secondary duty, is described in the class specification as:
Provides assistance to higher level management on special projects, involving gathering and compiling information or data of a specialized nature.

REASON FOR THE REQUESTED CHANGE:

See attached memorandum.

---

for Ted Coates
~~Ted Coates~~ for L. Gunn 5/14/97

James C Collier — 5-6-97
Supervisor or Requester Signature — Date

5/20/97
~~05-06-97~~
Department Head Signature — Date

For Personnel Use Only

POSITION NUMBER: _____ **TITLE:** _____

APPROVED AS REQUESTED: ☐ Yes ☐ No

OTHER RECOMMENDED ACTION:

Irene Ogunyemi
Ann Thompson
Barbara Martin — 5/21/97
Personnel Analyst Signature — Date

Personnel Analyst Supervisor Signature — Date

CITY OF SEATTLE
EXECUTIVE SERVICES
DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: April 28, 1997 **Report No.:** 96-837A

POSITION IDENTIFICATION

Department: Engineering/Seattle Public Utilities

Classification Title: Administrative Staff Assistant

Ordinance Title: Administrative Staff Assistant

Position Number: 008641

Bargaining Unit: 030 **Current Salary:** $17.53 -$20.44 **(Range:** 29.5A)

RECOMMENDED ACTION

Classification Title: Administrative Staff Analyst

Ordinance Title: Administrative Staff Analyst

Legislation Required: Yes

Bargaining Unit: 030 **Recommended Salary:** $20.04 - $23.35**(Range:**33.0A)

Remarks See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:

Current Standing: Administrative Staff Assistant

Recommended Standing: Administrative Staff 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 2 Classification/Compensation Analyst(s)

Approved: John Pearson Classification/Compensation Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

Source of Request and Position Identification:

This position was reviewed as a result of a Departmental request to reclassify the subject position from an Administrative Staff Assistant to an Administrative Staff Analyst. The subject position # 008641 is located in the Information Systems Section of the Executive Management Division of the Engineering Department. This Division is the lead for all City shared Geographic Information Systems (GIS) and SED GIS projects, and to plan, design, implement, stabilize and maintain some of the most complex computer systems in the City.

Position History:

A copy of the history of the position can be accessed via the Personnel Division's Records Unit.

Scope of Review:

This review was conducted by Class/Comp Team 2, consisting of Barbara Martin, Irene Ogunyemi, and Gail Thompson. The review of the subject position included analysis of the following:

- Position Description Questionnaire (PDQ) submitted for this review;
- Informational meeting with the incumbent;
- Team Two's review/analysis of subject position information;
- Administrative Staff Assistant class specification #2402004 and Administrative Staff Analyst class specification #2402504
- Comparison to similar positions;
- Review of the organizational charts affecting the subject position;
- Position history records and related classification files.

Summary of Work:

According to the PDQ submitted for review, the essential purpose of this position is to provide administrative, analytical and investigative support in areas of finance, budget and personnel; and to oversee the daily operations of the Information Systems Section.

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:

The subject position monitors and tracks work orders for Information Systems Section; researches, analyzes, and prepares various financial reports; assists in budget preparation; authorizes expenditure requests and payment of invoices; assists in personnel matters; and oversees daily office operations and administration.

Through our review we found that the scope and range of duties and responsibilities assigned to the subject position most closely resemble those assigned to positions classified within the Executive Staff Support series. Having determined the appropriate class series, subsequently, we had to determine the appropriate level. The Executive Staff Support series consist of four levels, but for purposes of this review only the first two are being reviewed, Administrative Staff Assistant and Administrative Staff Analyst.

Administrative Staff Assistant

From the class specification for the Administrative Staff Assistant, we find that positions allocated to this class under general supervision, conduct research and data collection for special assignments; participate in various personnel related activities; direct and coordinate special programs or projects; coordinate and direct a variety of general office functions; **assist** in the preparation of the unit's budget and supervise subordinate's work. We found this body of work to be consistent with that performed by the incumbent.

Administrative Staff Analyst

In comparison, positions in the Administrative Staff Analyst class, under general supervision, prepare departmental budgets; research and analyze a variety of administrative and operational issues or problems; assist in personnel matters; prepare and monitor training plans, and serve as liaison with other sections and divisions; and provide administrative and analytical support to a large section of a department or assist higher level employees accomplish functions at the division level. It is evident from the comparison that the subject position is not in the Administrative Staff Analyst class because it does not prepare the departmental budget but **assists** in budget preparation.

Therefore, based on the above analysis, we found that the subject position is relied upon to **assist** the Information Systems Section with day-to-day administrative, operational and budgetary 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 the day-to-day office, budgetary and personnel problems and/or activities, and to interpret and apply policies and procedures to day-to-day situations.

ADDENDUM (ASSIGNMENT #96-1144)

At the informational interview with the incumbent on January 13, 1997, we were presented with additional information in the form of a new PDQ. According to the position incumbent and supervisor, the subject position was recently transferred from the Engineering Department to the Seattle Public Utilities Department as a result of a reorganization. The incumbent affirmed that changes in duties and responsibilities occurred with the transfer.

In reviewing the new documentation, we found that the most notable change was that of budgetary responsibility for the Information Systems Section. However, In conferring with departmental management, we found that while the subject incumbent was recently responsible for the preparation of the Section's budget; this was a unique situation, and should not be considered as part of the subject position's permanent duties.

Recommendation:

Therefore, based on the above analysis, we recommend the following:

1. That the subject position remain allocated to its current classification of Administrative Staff Assistant.

2. That the subject position be paid out-of-class as an Administrative Staff Analyst for the preparation of the SED's Info Systems Section's budget during the reorg.

ADDENDUM to report #96-837 and assignment #96-1144

This position is being reviewed as a result of a request for a reconsideration filed by the Seattle Public Utilities Department (SPUD). The reconsideration hearing was held on April 28, 1997. Departmental management believes the subject position should be reclassified from Administrative Staff Assistant to Administrative Staff Analyst.

At the reconsideration hearing, additional information were presented by the incumbent and departmental management in support of their request. Departmental management informed the Board that with the transfer of this division from Engineering Department to Seattle Public Utilities Department, the duties and responsibilities of this position increased. The subject position now has primary responsibility for putting together the division's budget; monitoring the administration of division contracts; overseeing and managing contracting processes to ensure compliance with departmental and City policies and procedures; serving as liaison with other units, sections, divisions and department; and is relied upon to assist the Information Systems Division with day-to-day administrative, operational and budgetary matters.

Based on SPUD's clarification of the duties and responsibilities, the Reconsideration Board recommends the subject position be allocated to the title of Administrative Staff Analyst. This action should become effective January 1, 1997, to coincide with the position's assignment of new duties and transfer to SPUD.

CITY OF SEATTLE
EXECUTIVE SERVICES DEPARTMENT
PERSONNEL DIVISION

CLASSIFICATION DETERMINATION REPORT

Date: January 23, 1997 **Report No.:** 96-902

POSITION IDENTIFICATION

Department: Transportation (Formerly Engineering)

Classification Title: Assistant Gardener

Ordinance Title: Gardener, Assistant

Position Number: See Exhibit A

Current Salary: 13.01, 13.47, 14.00

Bargaining Unit: 019

Range: 19.5C

Remarks:

RECOMMENDED ACTION

Classification Title: Gardener

Ordinance Title: Gardener

Bargaining Unit: 019

Recommended Salary: **14.51, 15.05, 15.66**

Legislation Required: Yes

Range: 22.5C

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: See Exhibit A

[ ] **Regular** [ ] **Probationary** [ ] **Temporary** *(exam required)*

Authority: Personnel Rule See Exhibit A

[ ] 2.2.200(A); [ ] 2.2.200(B); [x] 2.2.200(C)

Remarks:

Recommended: Team 1 Classification/Compensation Analyst(s)

Approved: Edie Jorgensen Classification/Compensation Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

These positions were reviewed by Classification Analysts James Woo, Curt Funk and SharonLee Nicholson, members of Class/Comp Team 1. SharonLee Nicholson prepared the following report.

Position Identification and Source of Request
The five positions identified on Exhibit A are located in the Neighborhood Traffic Services Section of the recently established Seattle Transportation Department. According to a telephone interview of the Section Manager, there are seven geographic districts in the City that are maintained by six *Gardeners* and five *Assistant Gardeners*. The department has experienced a major increase in City landscaped street areas and a shortage of journey-level *Gardeners* to maintain all seven districts. As a result, *Assistant Gardeners* are trained to full journey level in order to provide sufficient coverage.

The positions are responsible for the general maintenance of street trees, lawns and landscapes and for preparing records and reports. These positions are included in a Step 3 Expedited Grievance (Work Out of Class Reclass--Grievance #95-12) filed by Local 1239 on behalf of Assistant Gardeners in the Parks, Engineering (now Transportation) and City Light Departments. The grievance was originally filed February 21, 1995. The grievance was officially transmitted to Classification/Compensation from Labor Relations via memo dated August 28, 1996, following receipt of PDQs by Labor Relations. The complete package of Position Description Questionnaires (PDQs) for positions in all three departments was received in Class/Comp on September 5, 1996.

In mid-1995, Engineering Department management submitted a routine request for review of two of the subject positions. Position Nos. 008327 and 020646 were reviewed by Report No. 95-607, resulting in a "no-change" recommendation. A review of the position files and discussions with the analyst who prepared 95-607 indicate that information relating to required pruning skills, independence of work and pesticide licensing use was not available. Nor did management phone interviews conducted in 1996 reveal the extent to which the incumbents work independently and their need to be licensed for pesticide use.

Scope of Review
This review included:
- Position Description Questionnaire completed by incumbents;
- Position Record Cards for all positions;
- HRIS Employee Data for incumbents;
- Correspondence between Local 1239 and City Labor Relations associated with Grievance No. 95-12;
- Class Report No. 95-607 for Position Nos. 008327 and 020646;
- Class Specifications for Assistant Gardener (#9100003) and Gardener (#9100004);

- Telephone interview of Jim Dare, Manager of Neighborhood Traffic Services, Transportation (formerly Engineering) Department; and
- Other classification information related to the grievance that is internally available.

Summary of Work
The Section Manager indicated in the PDQs that the City's traffic areas requiring gardening care increased about 40% over the previous three years. The increased demand has required the Department to use greater flexibility in assigning work. As a result, all *Gardeners* (journey and assistant level) are trained and able to work independently, regardless of the District or area needing attention.

The incumbents in these positions are rotated among the seven districts, spending the majority of their time performing general maintenance of all street landscaped areas. At the time the PDQs were completed, some differences occurred in duty descriptions. However, during the Section Manager telephone interview, it became clear that incumbents in the subject positions have been trained and perform full journey-level work. This work involves use of tools, machines, pesticides and plant materials. Incumbents are occasionally required to supervise volunteers in planting trees and on tree steward training days.

Other expectations of these positions include:
- Maintaining current *"Public Pesticide Applicator's"* license
- Repairing equipment (mainly chain saws and chippers);
- Maintaining work records, logs and maintenance sheets.

Analysis
A review of the class specifications for *"Assistant Gardener"* and *"Gardener"* indicates that both classes perform gardening work and are responsible for the general care of flowers, shrubs, trees, lawns and other plant materials and landscaped areas. Differences occur in supervision received, potential for lead responsibility and licensing for, and use of, pesticides.

Gardeners are required to hold a "Public Pesticide Operator's License" and are expected to work independently. According to the class spec, Gardeners may also be expected to lead a small group of *Assistant Gardeners* in landscape duties. According to Schematic #9100004, *"The Gardener is distinguished from the Gardener, Assistant by the degree to which they function independently and are held accountable for the work performed."* Another important distinguishing characteristic is that *Assistant Gardeners* are <u>not</u> required to hold a Public Pesticides license. *Assistant Gardeners* function under close supervision while *Gardeners* receive general supervision.

According to the PDQs submitted for this grievance and the Manager interview, the incumbents regularly apply pesticides. The incumbents usually work independently and

are expected to write up reports on gardening assignments and the pesticide. Aside from occasionally supervising volunteers, these positions do not currently lead other gardening personnel.

The interview with the positions' manager revealed that the incumbents are expected to be skilled shrub and tree pruners. The *Gardener* class spec also has this requirement in the Class Summary which lists the skills required (. . . *transplanting, cultivation, pruning*. . ." [emphasis added]. The *Assistant Gardener* Class Summary does not indicate that pruning is a required skill; however, in general practice the *Assistant Gardeners* prune trees and shrubs under the supervision of *Gardeners* or *Senior Gardeners*.

Information provided for these positions indicate that the appropriate classification for this work is *Gardener,* Schematic No. 9100004 based on (a) type of supervision received, (b) independence of work performance, (c) requirement to hold a Public Pesticides license, (d) performance of pesticides treatment; and (e) requirement for pruning skills.

Recommendation
Based on our review of the information provided with this grievance, we recommend reclassification of positions identified on Exhibit A to *GARDENER*. In accordance with Paragraph No. 20.5 of the Agreement between the City of Seattle and the Joint Crafts Council, the effective date of this recommendation is January 22, 1995, 30 days prior to the date Grievance #95-12 was filed.

CITY OF SEATTLE
EXECUTIVE SERVICES DEPARTMENT
PERSONNEL DIVISION

EXHIBIT A
TO
CLASSIFICATION DETERMINATION REPORT NO. 96-902

RECOMMENDED CLASSIFICATION TITLE
GARDENER

RECOMMENDED SALARY:
14.51, 15.05, 15.66 (Range 22.5C)

Incumbent		**Dept**	Transportation (Formerly Engr)
Position No.:	008327	**Current Salary:**	13.01, 13.47, 14.00
Current Class Title:	Assistant Gardener	**Range:**	19.5C
Ordinance Title:	Gardener, Assistant	**Recommended BU Code:**	019
Current Standing	Assistant Gardener	**Status**	Regular
Rec Standing	Gardener	**Rec Status**	Temporary
Authority: Personnel Rule No. 2.2.200(C)			
Remarks:			

Incumbent	VACANT	**Dept**	Transportation (Formerly Engr)
Former Incumbent			
Position No.:	018752	**Current Salary:**	13.01, 13.47, 14.00
Current Class Title:	Assistant Gardener	**Range**	19.5C
Ordinance Title:	Gardener, Assistant	**Recommended BU Code:**	019
Current Standing	N/A - Vacant	**Status**	N/A
Rec Standing	Gardener	**Rec Status**	N/A
Authority: Personnel Rule No. - N/A			
Remarks:			

Incumbent		**Dept**	Transportation (Formerly Engr)
Position No.:	018754	**Current Salary:**	13.01, 13.47, 14.00
Current Class Title:	Assistant Gardener	**Range:**	19.5C
Ordinance Title:	Gardener, Assistant	**Recommended BU Code:**	019
Current Standing	Assistant Gardener	**Status**	Regular
Rec Standing	Gardener	**Rec Status**	Temporary
Authority: Personnel Rule No. 2.2.200(C)			
Remarks:			

Incumbent		**Dept**	Transportation (Formerly Engr)
Position No.:	020646	**Current Salary:**	13.01, 13.47, 14.00
Current Class Title:	Assistant Gardener	**Range:**	19.5C
Ordinance Title:	Gardener, Assistant	**Recommended BU Code:**	019
Current Standing	Assistant Gardener	**Status**	Regular
Rec Standing	Gardener	**Rec Status**	Temporary

Authority: Personnel Rule No. 2.2.200(C)

Remarks:

Incumbent	VACANT	**Dept**	Transportation (Formerly Engr)
Former Incumbent			
Position No.:	018755	**Current Salary:**	13.01, 13.47, 14.00
Current Class Title:	Assistant Gardener	**Range:**	19.5C
Ordinance Title:	Gardener, Assistant	**Recommended BU Code:**	019
Current Standing	N/A - Vacant	**Status**	N/A
Rec Standing	N/A - Vacant	**Rec Status**	N/A

Authority: Personnel Rule No. - N/A

Remarks:

CITY OF SEATTLE
EXECUTIVE SERVICES DEPARTMENT
PERSONNEL DIVISION

CLASSIFICATION DETERMINATION REPORT

Date: May 12, 1997 **Report No.:** 97-1264

POSITION IDENTIFICATION

Department: Ethics & Elections Commission

Classification Title: Exempt from Civil Service

Ordinance Title: Management Systems Analyst (Entry)

Position Number: 024073 **Current Salary:** 17.53 - 20.44

Bargaining Unit: 030 **Range:** 29.5A

Remarks:

RECOMMENDED ACTION

Classification Title: N/A - Exempt

Ordinance Title: Management Systems Analyst, Sr.

Bargaining Unit: 030 **Recommended Salary:** 23.78 -- 27.73

Legislation Required: Yes **Range:** 37.5A

Remarks See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent: [redacted]

Current Standing: N/A - Exempt

Recommended Standing: N/A - Exempt

In recommended standing, incumbent status is: N/A - Exempt

[ ] **Regular** [ ] **Probationary** [ ] **Temporary** *(exam required)*

Authority: Personnel Rule

[ ] **2.3.100** [ ] **2.3.200** [ ] **2.3.300**

Remarks:

Recommended: Team 1 _____ Classification/Compensation Analyst(s)

Approved: Edie Jorgensen _____ Classification/Compensation Supervisor

Lidia Santiesteban _____ Classification/Compensation Director

Sarah Welch _____ Personnel Director

g:\groups\cc\team1\clasrept\97-1264

Review Team

This review was conducted by members of Class/Comp Team 1 consisting of Jimmy Woo, Curt Funk and SharonLee Nicholson. SharonLee Nicholson wrote the report.

Source of Request and Position Identification

This position is being reviewed at the request of the Ethics & Elections Commission Executive Director. According to the request, this position has undergone significant duties changes since it was last reviewed (1994). The position's duties have evolved such that it is responsible for application design and website design and maintenance. The position is permanent part-time, providing systems development and implementation support in the Executive Director's office.

Position History

Specific position history can be obtained in the Records Management Unit of the Personnel Division.

Scope of Review

This report is a result of the following research and review:

- Class Specifications #2100504, 2350003, 2350004 and 2350005*
- Position Description Questionnaire (PDQ) signed by the incumbent on April 11, 1997;
- Org charts submitted with the request that identify the existing and proposed organizations;
- Position record card for Position No. 024073;
- EEC Executive Director's March 1997 Quarterly Report and Forecast to the Commission;
- EEC 1995 Year-End Election Report;
- Staff Timesheet Tracking System;
- In depth interview of EEC Executive Director;
- Election information available on the website [http://www.iupui.edu/~epackard/eleclink.html);
- Such internal information and documentation that is applicable to this review.

*Note: Although the subject position is exempt, this review included descriptions of classified titles to ensure a thorough analysis.

Summary of Work

The purpose of this position is to ensure compliance with the Elections Code and to provide information about campaign financing to the public. According to the PDQ and information provided in the interview, the position carries out the following duties:

- Training political candidates and treasurers to comply with the Seattle Elections Code;
- Developing software application(s) [in Foxpro] to audit campaign finance reports;
- Auditing campaign finance reports for compliance with the Seattle Elections Code;
- Preparing reports including information in campaign finance reports and publishing the reports on the internet.

About 50% of this position's time is spent designing, implementing and maintaining operational systems for the EEC. Included in this 50% is work related to developing links to the "*ELECnet Elections Resource Page*", a nationwide internet website for election related information. An additional 30% of the time is spent working directly with political candidates, training their treasurers and auditing their financial reports. The incumbent also participates in statewide educational conferences to train and hold dialogs with candidates and their treasurers.

Analysis

The Systems Analyst and Management Systems Analyst series specifications were reviewed to determine the best match for this position. The position was also compared to other existing Senior Management Systems Analyst positions within the City.

In April 1994 (just before the current incumbent was hired), this position was reviewed by Class /Comp. The Executive Director of the Commission had previously contracted with a consultant to develop computerized auditing and tracking systems. Since a contractor was performing reporting and auditing systems development work required by the EEC, the *Management Systems Analyst, Entry* title recommended for this position in Class Comp Report #73-94 was appropriate.

According to the class spec, an MSA, Entry (recently retitled to MSA, Assistant) position is responsible for researching and analyzing a variety of administrative and operational problems or issues under close supervision. Also MSA, Assistant positions perform work that is narrow in scope and limited in impact. In comparison, this position works with management direction and conducts operational systems design affecting issues that are significant in scope and impact. According to the MSA, Sr. class spec, positions at that level lead system design, development and implementation of projects involving considerable scope, complexity and long-term commitments.

The Systems Analyst series was also considered. Duties of incumbents in Systems Analyst positions entail performing the full range of systems design, development, implementation and maintenance activities related to data processing systems; and providing technical advice and support to users in the proper use of hardware and/or software.

The work of this position has changed in both breadth and depth since its classification review in 1994. At the time of that review, the work consisted primarily of assisting a consultant who designed an auditing program and operating the program once it was in place.

In comparison, the position is now responsible for leading the design, development and implementation of the EEC's Internet webpage and a computerized campaign auditing system. The webpage includes (among other information) publication of year-end and quarterly reports by the EEC.

Recent changes in State election reporting regulations and Seattle's Elections Code have led to the need for systems that provides for regular electronic campaign finance reporting, auditing and publishing on the Internet. These management systems are complex and require long-term commitment to implementation and maintenance. Although the position does not lead the work of a large internal group of employees, it has been given lead responsibility in working with the State Public Disclosure Commission and other oversight groups in developing and evaluating the effectiveness of the reporting and auditing systems.

Senior Management Systems Analyst is the appropriate title for this position. The position requires advanced knowledge of general management practices, theories and techniques and of organizational structure, functions and procedures. The position serves as project manager over management systems design projects that are complex and deal with sensitive situations.

Recommendation

We recommend that Position No. 024073 be retitled from Management Systems Analyst, Entry to Management Systems Analyst, Sr. This action should be effective April 11, 1997, the date of the PDQ submitted for this review.

CITY OF SEATTLE
EXECUTIVE SERVICES DEPARTMENT
PERSONNEL DIVISION

CLASSIFICATION DETERMINATION REPORT

Date: 3/25/97 **Report No.:** 971164

POSITION IDENTIFICATION

Department: Executive Services
Classification Title: Senior Accountant
Ordinance Title: Senior Accountant
Position Number: 010673 **Current Salary:** $19.29 -$21.67
Bargaining Unit: 030 **Range:** 31.0B

RECOMMENDED ACTION

Classification Title: Management Systems Analyst
Ordinance Title: Management Systems Analyst
Bargaining Unit: 030 **Recommended Salary:** $20.04- $23.35
Legislation Required: Yes **(Range** 33.0A)
Remarks See next page for pertinent allocation information

INCUMBENT STATUS

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

[X] **Regular** [ ] **Probationary** [ ] **Temporary** (exam required)

Authority: Personnel Rule

[ ] **2.3.100** [X] **2.3.200** [ ] **2.3.300**

Remarks:

Recommended: Team _____ Classification/Compensation Analyst
Approved: Edie Jorgensen _____ Classification/Compensation Supervisor
Lidia Santiesteban _____ Classification/Compensation Director
Sarah Welch _____ Personnel Director

This review was conducted by a team of Classification/Compensation Analysts consisting of Sharon Lee Nicholson, Jimmy Woo, and Curt Funk. The report was prepared by Jimmy Woo.

Source of Request/Position Identification:

This position was reviewed as a result of a request from the Executive Services Department management. They are requesting this position be reclassified to a Management Systems Analyst. This position is located in the Executive Services Department's Finance Division- Accounting Services Section which is responsible for providing reliable financial information to all customers of the Section; supporting City departments' accounting and payroll operations; and safeguarding the City's financial assets.

Position History:

A complete history of this position may be found in the Personnel Records Unit.

Scope of Review:

Review of this position consisted of analysis of the following:

- Position Description Questionnaire (PDQ) submitted for this review;
- Class Specification Nos. 2000505 Senior Accountant and 2350004 Management Systems Analyst;
- Position file contents;
- Meeting with the position incumbent's supervisor;
- Job audit of the position; and
- Corroboration among a team of Classification Analysts

Summary of Work

The primary purpose of this position is to serve as an expert resource for the City in General Ledger processing; train and assist City departments in the use of SFMS; staff help desk functions; perform system maintenance tasks to insure financial management system integrity; maintain, develop and implement reporting tools for users; identify and implement system efficiencies; participate in replacement/enhancement project of financial management system; perform accounting and monitoring of specific assigned funds; prepare portions of City's Comprehensive Annual Financial Report (CAFR); and act as accounting resource person for departments in matters of accounting, financial reporting and interpretation of financial information in accordance with GAAP.

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

Analysis:

As a Senior Accountant, this position was responsible for ensuring established work procedures and operations were followed and that the work adhered to departmental practices and accounting standards. The position served as a authority to interpret and make major decisions for a department which could affect the balance of the financial statement and consulted on the adequacy of internal controls and accounting procedures. The scope and level of these duties and responsibilities are inherent to Class Specification #2000505- Senior Accountant which the subject position is currently allocated to.

The subject position currently devotes 25% of its time performing tasks characterized as Senior Accountant level, i.e., overseeing assigned City funds for proper accounting and budgetary control; coordinate City-wide grant accounting and reporting; consult with City departments on application of GAAP; analyze and consolidate subfunds of the General Fund for proper reporting in CAFR; prepares sections of CAFR and formulates notes to financial statements; and work with State Auditor in their audit of City's financial statements.

The subject position has been assigned greater responsibilities entailing analysis of the City's financial management system which now encompass 75% of the subject position's time. These analytical tasks include: analysis of financial reporting requirements and application of technical reporting tools to efficiently produce useful and timely managerial reports; providing technical assistance to City-wide SFMS users for processing problems, interpretation of error messages, and formulating and implementing solutions to problems; developing technical strategies to access, download and upload financial data from SFMS for analytical and problem solving purposes; participating on City's team for SFMS replacement/enhancement; and analyzing various reporting structures in SFMS to determine the most efficient ways of summarizing financial data.

The above duties and responsibilities are within the scope of Class Specification #2350004- Management Systems Analyst. Positions allocated to that class study and analyze informational, operational and management problems to determine program and system needs and recommend solutions to meet those needs; develop or assist in developing, implementing and evaluating automated management information systems; apply management and systems analysis techniques to solve problems; and develop training plans and materials and trains users.

Recommendation:

Based on the above, the review team recommends this position be reclassified to Management Systems Analyst effective December 24, 1996, the date the PDQ was approved and signed by management.

CITY OF SEATTLE
Personnel Department

CLASSIFICATION DETERMINATION REPORT

Date: **March 11, 1997** Report No.: **97-1194**

POSITION IDENTIFICATION

Department: Executive Services Department

Classification Title: Buyer (ILO - Civil Rights Analyst)
Ordinance Title: Buyer

Position Number: 022726

Bargaining Unit: 030 Current Salary: $17.53 - $20.44 Range - 29.5

RECOMMENDED ACTION

Classification Title: Human Services Analyst

Ordinance Title: Human Services Analyst

Legislation Required: Yes Recommended Salary: $20.04 - $23.35 Range 33.0

Recommended Bargaining Unit: 030

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

INCUMBENT STATUS

Incumbent:

Current Standing: Buyer

Recommended Standing: Human Services Analyst

In recommended standing, incumbent status is:

( ) Retitling (X) Reclassification ( ) Reallocation

Authority: Personnel Rule -

( ) 2.3.100 (X) 2.3.200 ( ) 2.3.300

Remarks:

APPROVED:

Carla H. Coward chc Sr. Classification Analyst

Lidia Santiesteban LS Classification Supervisor

Lidia Santiesteban LS Classification/Compensation Director

Sarah Welch SW Personnel Director

PERTINENT ALLOCATION FACTORS - Report No.: **97-1194**

SOURCE OF REQUEST/POSITION IDENTIFICATION

This position was reviewed as a result of a reclassification request submitted by the Department of Executive Services, Administrative Services Division (DAS). The incumbent has been receiving out-of-class pay as a Human Services Analyst since 5/16/95. Division management states that there will be a continuing need for this work and would like to proceed with a permanent allocation. This change would assist the City in meeting its Women and Minority Business Enterprise (WMBE) requirements and City-wide targets.

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 #2056004, 2202504, 2203003, 2203004 and 3003004
Position Record Card
Organizational Chart
Job Posting #44-95
and other records available internally

STATEMENT OF DUTIES

The essential purpose of this position is to plan, coordinate and manage projects relative to the City's WMBE program; act as liaison with the public and other government agencies; research and produce statistical reports, marketing materials and other relevant documents.

NOTE: *For a more complete listing of this position's responsibilities, see the Position Description Questionnaire (PDQ), dated February 18, 1997 submitted for the purposes of this review.*

ANALYSIS

Buyer, Human Services Analyst, Planning & Development Specialist I & II and Civil Rights Analyst class specifications were reviewed to determine the best match to this position.

The duties of incumbents in Buyer positions respond to user department purchase requisitions for various commodities; assist users in defining requirements, review specifications for accuracy and completeness to ensure competitive bidding; evaluate bids; prepare and award purchasing contracts, and monitor vendor performance to ensure contract compliance. This position no longer performs these functions.

The duties of incumbents in Civil Rights Analyst positions perform investigations, analyses and evaluations to ensure compliance with federal, state and local civil rights laws and regulations. Incumbents perform varied duties in the areas of complaint investigation, contract compliance or affirmative action. They receive and respond to complaints of discrimination, conduct case investigations to determine whether discrimination has occurred, resolve cases through analysis of facts, and negotiate settlements or

prepare formal complaints and appeals. Even though this position is working with an Affirmative Action Program, it does not have an enforcement role. Its role is more of outreach and education.

The duties of incumbents in Planning and Development Specialist I positions research, gather, and analyze data and prepare reports in support of planning activities related to physical development projects, new and revised services or programs, policies, issues or long range plans; plan, implement and manage special programs; monitor and evaluate performance of consultants and progress of programs/projects. May coordinate planning activities with other departments, other agencies, businesses, public and community groups.

The Planning and Development Specialist II class differs from the entry level I, in that it is the journey or associate level in this series and by the full range of planning and development activities performed and the independence placed on carrying out assignments. It also has a liaison role with City department staff, other agencies, project managers, project review committees, businesses, community groups, advisory committees and the public to coordinate planning activities and to develop programs. Both Planning and Development Specialist I and II classes would be acceptable. The salary ranges are commensurate and the incumbents in these classes do similar work to the Human Services Analyst.

The duties of incumbents in Human Services Analyst positions research, analyze plans and develop policies and programs relating to human services, human rights, economic equity, community economic development and affirmative action; provide policy, program and technical support to community activities with other departments, other agencies, private businesses and community groups; coordinates decision making processes for the allocation of discretionary funds; prepares a variety of planning documents, reports and other written materials; coordinates and participates in the assessment and evaluation of departmental programs and services; and coordinates departmental legislative activities.

The Human Services Analyst class is the better match. The incumbent in this position will manage projects and provide program and technical support for the City's WMBE program. This program is considered both an economic and affirmative Action program. This change will help to further develop the Council and Mayor's goals of developing outreach programs for the City's WMBE program.

RECOMMENDATION

Position #022726 duties are commensurate with those of the Human Services Analyst classification. Recommend that position #022726 be reclassified to Human Services Analyst, effective the date of the PDQ, February 18, 1997.

CITY OF SEATTLE
EXECUTIVE SERVICES DEPARTMENT
PERSONNEL DIVISION

CLASSIFICATION DETERMINATION REPORT

Date: May 27, 1997 **Report No.:** 97-1214

Position Identification

Department: Executive Services Department

Classification Title: Accountant, Sr.

Ordinance Title: Accountant, Sr

Position Number: 010672 **Current Salary:** $19.29 -- $21.67

Bargaining Unit: 030 **Range:** 31.0B

Remarks:

RECOMMENDED ACTION

Classification Title: Finance Analyst, Sr.

Ordinance Title: Finance Analyst, Sr.

Bargaining Unit: 030 **Recommended Salary:** $22.08 - $25.70

Legislation Required: YES **Range:** 35.5A

Remarks See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent: [redacted]

Current Standing: Accountant, Sr.

Recommended Standing: Finance Analyst, Sr

In recommended standing, incumbent status is: t

[X] **Regular** [ ] **Probationary** [ ] **Temporary** *(exam required)*

Authority: Personnel Rule

[X] **2.3.100** [ ] **2.3.200** [ ] **2.3.300**

Remarks:

Recommended: Team 1 _____ Classification/Compensation Analyst(s)

Approved: Edie Jorgensen _____ Classification/Compensation Supervisor

Lidia Santiesteban _____ Classification/Compensation Director

Sarah Welch _____ Personnel Director

g:\groups\cc\team1\clasrept\97-1214

Review Team

This review was conducted by members of Class/Comp Team 1 consisting of Jimmy Woo, Curt Funk and SharonLee Nicholson. SharonLee Nicholson wrote the report.

Source of Request and Position Identification

Position No. 010672 was submitted for review March 10th by the Executive Services Department HR Director. The request came as a result of the reorganization of Finance, Administrative Services and Personnel Departments into the Executive Services Department (ESD).

Position History

Specific position history can be obtained in the Records Management Unit of the Personnel Division.

Scope of Review

This report is a result of the following research and review:

- Class Specifications for the Accountant and Finance Analyst series;
- Position Description Questionnaire (PDQ) received from the incumbent on March 10, 1997;
- Org charts submitted with the request that identify the existing and proposed organizations;
- Meeting with Department management to discuss the request, review the organizational changes and clarify responsibilities and current reporting relationships of the position;
- Position record card for Position No. 010672;
- Such internal information and documentation that is applicable to this review.

Summary of Work

This position is responsible for conducting independent financial and technical research and analysis in the area of government long-term financing. Areas of emphasis are financial history, cash flow analysis, debt service, debt margin and annual debt service expenditures.

The position is the primary linkage among the City's Debt Management Coordinator, the ESD Accounting Section and the Office of Management & Planning (OMP) Economist. In this capacity, the incumbent is responsible for advising both the Debt Management Coordinator and the Economist (as well as various departmental management) on transactions affecting the City's arbitrage liability; the reporting of general government departments' transactions and activities related to long-term financing; and preparation of financial information for City executive decision making and policy formulation.

The position has lead responsibility for coordinating accounting activities with the Debt Management Coordinator, City financial planners and Treasury Division, City departments, bond counsel and fiscal agents. This position also is responsible for implementing on the City's Comprehensive Annual Financial Report (CAFR) all Governmental Accounting Standards Board (GASB) rulings and Financial Accounting Standards Board (FASB) pronouncements.

Analysis

According to the proposed organization chart submitted for this review, the subject position reports directly to the Director of Accounting Services where it spends about 60% of its time advising department management on financial or debt management issues as well as preparing reports and financial information for use by City executives on issues of the highest financial sensitivity (e.g. City's arbitrage liability and long-term debt management).

The remaining 40% of the position's time is spent performing higher-level accounting analysis and reporting (including management of general ledger system of assigned funds. The position has the unique role of integrating complex accounting and financial reports and advice and collaborating regularly across reporting relationships. As a result, the department organized the Accounting Section with this position reporting directly to the Accounting Services Director as *a Debt Management and Accounting Specialist* (working title). The position analyzes and interprets budgetary reports and researches historical financial transactions and detail masterfile records to identify budget-related problems and formulate recommendations for resolution.

In comparison, according to the *Senior Accountant* specification, positions in this class perform supervision of accountants and/or accounting support personnel in maintaining accounting records. The specification also indicates that work products are routinely reviewed in terms of work outcomes. Nothing in this spec indicates that *Senior Accountants* perform financial analysis, recommendations or advice to department management.

The *Senior Finance Analyst* specification indicates that such positions are responsible "*for conducting a variety of independent financial research and analysis projects of a technically demanding nature. . .*". Positions at this level also are expected to perform assignments requiring research, analysis and interpretation of financial/budgetary issues or problems and determine appropriate methods, procedures and techniques to apply . . .Neither the *Senior Accountant* nor the *Senior Finance Analyst* specification explicitly addresses assignments related to debt management, arbitrage liability or oversight of accounting, recording, interfund billing and reporting related to long-term borrowing. Nonetheless, the major work of this position is financial analysis of a difficult nature in addition to a smaller proportion of accounting analysis and reporting.

The position performs no lead accounting duties, nor does it supervise accountant or accounting technician positions (both major requirements of positions classified at the Senior Accountant level).

After comparing the work of Position No. 010672 to class specifications for both the *Senior Accountant* and the *Senior Finance Analyst*, we believe it most closely resembles the *Senior Finance Analyst* class specification.

Recommendation

Based on our review of this position, we recommend that Position No. 010672 be reclassified to *Senior Finance Analyst*. The effective date of this action should be October 30, 1996, the date of the Position Description Questionnaire submitted for this review.

CITY OF SEATTLE
EXECUTIVE SERVICES DEPARTMENT
PERSONNEL DIVISION

CLASSIFICATION DETERMINATION REPORT

Date: 5/12/97 **Report No.:** 971215

POSITION IDENTIFICATION

Department: Executive Services
Classification Title: Senior Accountant
Ordinance Title: Senior Accountant
Position Number: 010671 **Current Salary:** $19.29 -$21.67
Bargaining Unit: 030

RECOMMENDED ACTION

Classification Title: Management Systems Analyst
Ordinance Title: Management Systems Analyst
Bargaining Unit: 030 **Recommended Salary:** $20.04- $23.35
Legislation Required: Yes **(Range** 33.0A)
Remarks See next page for pertinent allocation information

INCUMBENT STATUS

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

[ ] **Regular** [ ] **Probationary** [X] **Temporary** (exam required)

Authority: Personnel Rule

[ ] **2.2.200(A)** [ ] **2.2.200(B)** [X] **2.2.200(C)**

Remarks:

Recommended: Team 1 Classification/Compensation Analyst
Approved: Edie Jorgensen Classification/Compensation Supervisor
Lidia Santiesteban Classification/Compensation Director
Sarah Welch Personnel Director

This review was conducted by a team of Classification/Compensation Analysts consisting of Sharon Lee Nicholson, Jimmy Woo, and Curt Funk. The report was prepared by Jimmy Woo.

Source of Request/Position Identification:

This position was reviewed as a result of a request from the position incumbent via the Executive Services Department management. This position was originally situated within the Department of Administrative Services prior to the merger with the Executive Services Department in October, 1996. The Executive Services Department has submitted two position description questionnaires for this class review. The incumbent via the department, is requesting this position be reclassified to a Management Systems Analyst for the period January, 1995 through November 1996 and as a Senior Finance Analyst for the period December 1996 up to the present. This position was formerly located in the Administrative Services Department's Contracting Service's Division- Vendor Relations Section which was responsible for providing a centralized help desk function to receive, analyze and resolve accounts payable and purchase order problems/inquiries and provide training to users on policies and procedures. Currently, the position is located in a separate unit within the Executive Services Department's Finance Division's Accounting Services Section which provides the same function as stated previously.

Position History:

A complete history of this position may be found in the Personnel Records Unit.

Scope of Review:

Review of this position consisted of analysis of the following:

- Position Description Questionnaires (PDQ) submitted for this review;
- Class Specification Nos. 2000505 Senior Accountant, 2350004 Management Systems Analyst and 2003505 Senior Finance Analyst
- Position file contents; and
- Corroboration among a team of Classification Analysts

Summary of Work

The primary purpose of this position is to provide user support for the Seattle Financial Management System (SFMS) with specific and detailed support on Accounts Payable and Purchase Order (AP/PO); analyze user business/financial information needs; analyze incoming calls; provide immediate resolution or performs research for later resolution; develop on-line queries and inquiry screens; conduct training classes and develop training plans and materials.

NOTE: *For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaires (PDQs) submitted for this review and included in the position file.*

Analysis:

In January, 1995, a request to review the classification of this position was requested by the Department of Administrative Services. The department subsequently requested a postponement of any classification study pending an organizational review of the section where the subject position resided. In the interim, the position incumbent received out-of-class pay as a Management Systems Analyst from January, 1995 through March, 1996. The organizational review was never conducted and the position was transferred to the Executive Services Department in December, 1996. The position incumbent has continued performing the duties and responsibilities identified as Management Systems Analyst during its out-of-class status.

Since its out-of-class status and continuing to-date, the position incumbent has served on the AP/PO Help Desk to provide support and assistance to all City SFMS users while specializing in Accounts Payable, Purchase Order, Encumbrance, and Travel concerns. The position troubleshoots, researches and resolves system and processing problems; recommends and tests system and program enhancements; provides technical advice; provides training on SFMS with emphasis on AP/PO to various employees and end users; analyzes training needs, prepare training plans and materials, and writes user manuals and guidelines.

The above tasks are within the Management Systems Analyst classification where positions allocated to that class 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 by preparing recommendations to implement new systems, procedures or organization changes.

During December, 1996, the position incumbent assumed additional duties due to the retirement of a Principal Accountant. The position incumbent believes this accretion of duties warrants a reclassification to the Senior Finance Analyst classification. Positions allocated to the Senior Finance Analyst classification are responsible for coordinating and leading in the development, preparation, defense and monitoring of divisional/departmental operating budgets or capital improvement project budgets or financial management of a multi-department grant or capital programs; conducting financial research and analysis on financial/budgetary impacts and implications, and policy or operational changes; and overseeing financial/budgetary reporting and monitoring activities.

The additional responsibilities include assuming the role of Citywide AP/PO Administrator; chairing the AP/PO User Group by developing the agenda and chairing monthly meetings concerning System Service Requests, training and Help Desk issues, and application and procedural changes and enhancements; and overseeing the

annual 1099 processing/reporting to vendors and the IRS. These additional duties and responsibilities represent a minor (approximately 10%) part of the subject position's time and do not constitute any change to the primary purpose of the subject position- to provide technical expertise, training and support to Citywide SFMS AP/PO users.

The additional duties and responsibilities assumed by the subject position are clearly outside the purview of the requested Senior Finance Analyst classification. Positions allocated to Senior Finance Analyst classification prepare, monitor and defend budgets for line departments via the performance of two or more of the following: supervision of technical support positions, lead responsibility for budget preparation, or responsibility for conducting a variety of independent financial research and analysis projects of a technically demanding nature.

The role of Citywide AP/PO Administrator and chairing of the AP/PO User Group are ancillary to the position's current function as the AP/PO Help Desk analyst and merely represents duties of a comparable level/type performed as required in support of its primary tasks and does not represent a body of work outside its current capacity. The current utilization of Management Systems Analysts in the City's accounting/finance environment as hybrid accounting/systems staff enable it to readily absorb accounting reporting functions, including the aforementioned Vendor 1099 Program, without affecting the overall body of work.

Recommendation:

The position incumbent has been working in an out-of-class capacity as a Management Systems Analyst since January 12, 1995, when the original request to review this position was postponed pending the organizational study which did not occur in the Department of Administrative Services. The review team recommends this position be reclassified to Management Systems Analyst effective January 12, 1995, the date of the original request to review to this position.

CITY OF SEATTLE
PERSONNEL DIVISION

CLASSIFICATION DETERMINATION REPORT

Date: April 18, 1997 | Report No. 97-1248

POSITION IDENTIFICATION

Department: Executive Services (Administrative Services)
Classification Title: Unclassified
Ordinance Title: Finance Analyst-DAS
Position Number: 020766
Bargaining Unit: 030 **Current Salary: $28.64 (Range: N/A)**

RECOMMENDED ACTION

Classification Title: Senior Rates Management Analyst
Ordinance Title: Senior Rates Management Analyst
Legislation Required: Yes

Bargaining Unit: 034 **Recommended Salary: $24.75 - $28.77 (Range: 38.5A)**

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

INCUMBENT STATUS

Incumbent:
Current Standing: Finance Analyst-DAS
Recommended Standing: Senior Rates Management Analyst
In recommended standing, incumbent status is:

Regular	Probationary	Temporary
[X] 2.3.100	[ ] 2.3.200	[ ] 2.3.300

Remarks: See next page for pertinent allocation information.

Recommended: Team 2 — Classification/Compensation Analyst(s)

Approved: John Pearson — Classification/Compensation Supervisor

Lidia Santiesteban — Classification/Compensation Director

Sarah Welch — Personnel Director

POSITION IDENTIFICATION AND SOURCE OF REQUEST

Position #020766 is located in the Finance and Administration Division of Executive Services Department. The position is currently a part of the Department's Skills Based Pay Pilot Program that is scheduled for completion on June 30, 1997 (detailed information is included in the Background section of this report). This current review is the result of reorganization and merger of the former Administrative Services Department with Personnel and Finance Departments to form the new Executive Services Department; and for the purpose of allocating the subject position to the appropriate classification at the culmination of the Skills Based Pay Pilot Program to become effective 7/1/97.

POSITION HISTORY

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

SCOPE OF REVIEW

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

- The Position Description Questionnaire (PDQ) and supplemental position information submitted for this review;
- Informational meeting with the division's Human Resources Representative;
- Comparisons to the class specifications in the Finance Analyst, Economist, Budget Analyst and Rates Management Analyst series;
- Team Two's review and analysis of subject position information;
- Comparison to similar positions;
- Review of the organizational charts affecting the subject position; and
- Position history records and related classification files.

SUMMARY OF WORK

As described in the PDQ submitted for this review, the essential purpose of the position is to administer the development and forecasting of economic and statistical models; establish rate structures, policies and pricing methodologies; and defend rates and budgets before City Council and OMP staff.

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

BACKGROUND

The DAS Skills based Pay Pilot Program was designed to compensate DAS employees for the acquisition of skills deemed particularly valuable to the department. DAS identified two groups of employees, one in Financial Planning and one in Management Planning who would be appropriate candidates for the pilot. An interdepartmental committee developed three skill sets, one for the Financial Planning group, one for the Management Planning group and one that was common to both groups. For each skill identified by the committee, a number of discrete levels were distinguished and descriptors for each of the levels were developed. Once the skill sets were completed, DAS and Personnel wrote an ordinance that implemented the pilot and successfully moved it through the City Council to be enacted into legislation as Ordinance #117240, signed by the Mayor on August 2, 1994.

According to the provisions of the ordinance the intended life span of the pilot project was three years from the date of implementation, and will conclude June 30, 1997. The following review, analysis and recommendation are based on the duties and responsibilities reflected in the Position Description Questionnaire for allocation to become effective 7/1/97.

ANALYSIS AND COMPARISON

Statement of Duties

90% Analyzes the Department of Administrative Services (DAS) rate structures and expenditures; compares DAS rates to other public and private jurisdictions; develops and forecasts statistical models to support rates analyses, budget analyses and cost recovery; prepares the department's operating and program budgets; acts as liaison to and assigns resources for division managers and financial officers within other departments; coordinates budget development and preparation in conjunction with Budget Unit operations; provides guidance and expertise to divisions and sections; assists in the preparation and distribution budget guidelines; compiles financial information relative to City-wide use of goods and services, and interfund portions of other department's budgets in order to identify usage trends; prepares annual and biennial projections; and designs and adapts automated reporting systems for rates and budget analyses and information assembly.

10% Develops automated and written reports to monitor department and City-wide projects; performs special projects; acts as liaison to outside and internal governmental agencies.

For purposes of this review we selected class specifications within the Finance Analyst Economist, Budget Analyst and Rates Management Analyst class series. The work of these classes is described as follows:

Finance Analyst

Forecasts, prepares, and monitors operating budgets or capital budgets; grants, and funded programs to assist in budget preparation, control and financial policy implementation for a division or department.

Economist

Compiles, analyzes and interprets economic and statistical data for departmental management; researches and studies a variety of financial issues to assess economic impact of various projects and proposals such as utility rate proposals, urban development projects and proposed land use regulations; estimates revenues and forecast expenditures and performs related work.

Budget Analyst

Analyzes departmental budgets and formulates recommendations on resource allocations and researches various issues, trends and transactions of OMB management and the Mayor. Complexity of assigned budgets is determined by the number of source funds involved, whether the department generates revenue, whether the budget includes both operating and capital components and whether the budget introduces controversial or political issues.

Rates Management Analyst

Analyzes and studies departmental rate structures and related expenditure levels; researches and develops rate structures, policies and pricing methodologies; ensures rates are appropriately set to accommodate departmental projections and to adequately recover costs; allocates costs of revenue centers to ensure fiscal solvency of department; and analyzes, prepares and defends the department's program, operating and CIP budgets.

The work performed by the subject position consists of a "mixture" of responsibilities involving rate setting, financial management and budgeting. However, rate setting/econometric forecasting is the predominant activity of the position. These skills are essentially more critical to the job than budgeting experience.

COMPARISON

It is apparent that the body of work performed by the subject position is outside the purview of the Finance Analyst and Budget Analyst class series. These classes are primarily involved with budget preparation, monitoring and analyzing the associated

financial and operational impacts of budgets on a division and/or department. Rate setting and econometric studies are performed by the Rates Management Analyst and Economist classes. While rate work is a predominant activity for the subject position, the budget component (program, operating and CIP) of this job remain an essential and integral aspect that is closely interrelated and intermingled with the rate constituent. The significance of the budget element also precludes allocation of the subject position to the Economist classification.

CONCLUSION

We found through our review that the most appropriate class series, is that of Rates Management Analyst. The Rates Management Analyst class consist of a single incumbent, which the subject position has lead authority.

RECOMMENDATIONS

It is therefore, our recommendation that the appropriate allocation requires the establishment of a new title of Senior Rates Management Analyst. The effective date of this action is July 1, 1997, which represents the date the position completes its participation in the Department's Skills Based Pay Pilot Program.

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: April 17, 1997 | Report No. 97-1255

POSITION IDENTIFICATION

Department: Executive Services (DAS)
Classification Title: unclassified
Ordinance Title: Finance Analyst - DAS
Position Number: 018173
Bargaining Unit: 030 **Current Salary: $25.23 (Salary Range: N/A)**

RECOMMENDED ACTION

Classification Title: Manager
Ordinance Title: Manager I
Legislation Required: Yes

Rec. Bargaining Unit: 030 **Recommended Salary: $22.88 - $26.72 (Salary Range: 36.5)**
Remarks: ***See next page for pertinent allocation information.***

INCUMBENT STATUS

Incumbent:
Current Standing: Finance Analyst - DAS
Recommended Standing: Manager
In recommended standing, incumbent status is:

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

Remarks: See next page for pertinent allocation information.

Recommended:	Team 2 BMI.O.J	Classification Analyst(s)
Approved:	John Pearson	Classification Supervisor
	Lidia Santiesteban	Classification/Compensation Director
	Sarah Welch	Personnel Director

Position Identification and Source of Request:

Position No. 018173 is located in the Accounting Services Division of Executive Services. The position is currently a part of the Department's Skills Based Pay Pilot Program which is scheduled for completion on 6/30/97 (detailed information is included in the *Background* section of this report). This current review is the result of reorganization and merger of the former Administrative Services Department with Personnel and Finance Departments to form the new Executive Services Department; and for the purpose of allocating the subject position to the appropriate classification at the culmination of the Skills Based Pay Pilot Program to become effective 7/1/97.

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

Scope of Review

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

- the Position Description Questionnaire (PDQ) and supplemental position information dated and submitted 3/31/97;
- the class specification for Finance Analyst Supervisor (#2003507); and Manager (#1000);
- Team Two's review/analysis of subject position information;
- Comparison to similar positions;
- Review of the organizational charts affecting the subject position; and,
- Position history records and related classification files.

Summary of Work

As described in the PDQ, the essential purpose of this position is to manage departmental accounting functions including: cash handling/reconciliation, accounts payable, fixed assets/depreciation, accounts receivable and interdepartmental billing report reconciliation/distribution. This includes payments on numerous invoices annually totaling in excess of $50 million, activity on fixed assets accounts with a net book value of $67 million, external billing and collection on accounts receivable with an average balance of $700,000 and reconciliation/distribution of interdepartmental and internal billing reports totaling $60 million annually. In addition, this position directly supervises and manages the work of ten subordinate staff including: one (1) Office Assistant position and nine (9) Accounting Technician II positions; and is responsible for ensuring the department's compliance with legal and financial requirements of the City.

NOTE: For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaire (PDQ), dated 9/8/95 and submitted for purposes of this review.

Background:

The DAS Skills based Pay Pilot Program was designed to compensate DAS employees for the acquisition of skills deemed particularly valuable to the department. DAS identified two groups of employees, one in Financial Planning and one in Management Planning who would be appropriate candidates for the pilot. An inter-departmental committee developed three skill sets, one for the Financial Planning group, one for the Management Planning group and one that was common to both groups. For each skill identified by the committee, a number of discrete levels were distinguished and descriptors for each of the levels were developed. Once the skills sets were completed, DAS and Personnel wrote an ordinance that implemented the pilot and successfully moved it through the City Council to be enacted into legislation as Ordinance #117240, signed by the Mayor on August 2, 1994.

According to the provisions of the ordinance the intended life span of the pilot project was three years from the date of implementation, and will end effective June 30, 1997. The following review, analysis and recommendation is based on the duties and responsibilities reflected in the Position Description Questionnaire for allocation to become effective 7/1/97.

Analysis:

Based on the above information, the duties and responsibilities of the subject position were compared to the class specifications Finance Analyst Supervisor and Manager for the purpose of determining the appropriate classification.

The class specification for Finance Analyst Supervisor describes positions that supervise the development, preparation, and defense of a division/department operating budget or capital improvement project budget; and supervises the development of financial controls, research and financial analysis to analyze policy, procedural or operational changes impacting the operating budget. Whereas, the class specification for Manager describes positions that manage a program, administrative function, major operations activity, or major support service of an operating department or executive office.

Based upon the above analysis, we conclude that the subject position's duties more closely resemble the duties outlined in the Manager class specification. This is a generic specification, broadly defining work elements characteristic of managerial

positions, and providing for assignment to a range of ordinance title levels (i.e., I-XII). The salient features of such positions, as delineated by this specification, include: managing a major operations activity or major support service of an operating department or executive office; organizing activities and directing subordinates; administering resources and program categories assigned; developing or assisting in the development of program plans and objectives; representing the department to other City departments and outside agencies; and the reporting of operational activities, problems and goal attainments to administrative superiors within the scope of accountability delegated. A comparison with the preceding duties statement indicates that Position No. 018173 fulfills the basic conditions requisite for inclusion in the Manager classification.

The customary method for determining the proper pay level for a Manager is to begin by establishing a 10% differential, top-step to top-step, between the position and it's highest paid subordinate, which in this case is an Accounting Technician II (Range 22.5). Corroborative review did not support the 2% increases for: the number of subordinate supervisors reporting directly to it; varied duties performed by the subordinate units; unusual reporting relationship of the subject position; supervising shifts covering 24 hours; and sensitivity which must be beyond what can normally be expected of a position with regards to its place in the organization.

Recommendation:
Applying the above criteria (10% differential) does not result in raising this position's compensation within the Manager I salary range. However, we have determined that the subject position is responsible for managing departmental accounting functions and supervising the work of a large subordinate staff (10 positions). Therefore, based on the above evaluation, we recommend that the subject position be allocated to the Manager classification, with an Ordinance title of Manager I. The effective of this action should be July 1, 1997 which reflects the date the position completes its participation in the Department's Skills Based Pay Program.

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: April 18, 1997 | Report No. 97-1256

POSITION IDENTIFICATION

Department: Executive Services (DAS)
Classification Title: unclassified
Ordinance Title: Management and Planning Analyst - DAS
Position Number: 017295
Bargaining Unit: 030 **Current Salary: $25.63 (Salary Range: N/A)**

RECOMMENDED ACTION

Classification Title: Management Systems Analyst, Senior
Ordinance Title: Management Systems Analyst, Senior
Legislation Required: Yes
Rec. Bargaining Unit: 030 **Recommended Salary: $23.78 - $27.73 (Salary Range: 37.5)**
Remarks: ***See next page for pertinent allocation information.***

INCUMBENT STATUS

Incumbent:
Current Standing: Management and Planning Analyst - DAS
Recommended Standing: Management Systems Analyst, Senior
In recommended standing, incumbent status is:

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

Remarks: See next page for pertinent allocation information.

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:
Position No. 017295 is located in the Information Services Section of the Executive Services Department. The position is currently a part of the Department's Skills Based Pay Pilot Program which is scheduled for completion on June 30, 1997 (detailed information is included in the *Background* section of this report). This current review is the result of reorganization and merger of the former Administrative Services Department with Personnel and Finance Departments to form the new Executive Services Department; and for the purpose of allocating the subject position to the appropriate classification at the culmination of the Skills Based Pay Pilot Program to become effective 7/1/97.

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

Scope of Review
This review consisted of an analysis and evaluation of the subject position by a team of Classification Analysts (Gail Thompson, Irene Ogunyemi and Barbara Martin) which consisted of the following:

- the Position Description Questionnaire (PDQ) and supplemental position information dated and submitted 9/16/96;
- the class specification for Senior Management Systems Analyst (#2350005), as requested by the Department;
- Team Two's review/analysis of subject position information;
- Comparison to similar positions;
- Review of the organizational charts affecting the subject position; and,
- Position history records and related classification files.

Summary of Work
As described in the PDQ, this position reports to the Telecommunications Director and is essentially responsible for analyzing and determining the applicability of local and federal laws regarding complaints and inquiries about cable television issues; developing and maintaining a system for tracking subscriber issues and complaints; providing analysis on the nature and volume of complaints, creating and maintaining relationships with other jurisdictions to keep abreast of new telecommunications developments, issues and their resolutions, and informing supervisors of new developments including business practices by cable operators; negotiating, mediating and resolving disputes between subscribers and cable operators; preparing briefing materials for the Mayor or Councilmembers; preparing and responding to inquiries from the news media on cable-related issues; and providing staff support to the Volunteer Technology Advisory Board.

NOTE: For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaire (PDQ), dated 9/8/95 and submitted for purposes of this review.

Background:
The DAS Skills based Pay Pilot Program was designed to compensate DAS employees for the acquisition of skills deemed particularly valuable to the department. DAS identified two groups of employees, one in Financial Planning and one in Management Planning who would be appropriate candidates for the pilot. An inter-departmental committee developed three skill sets, one for the Financial Planning group, one for the Management Planning group and one that was common to both groups. For each skill identified by the committee, a number of discrete levels were distinguished and descriptors for each of the levels were developed. Once the skills sets were completed, DAS and Personnel wrote an ordinance that implemented the pilot and successfully moved it through the City Council to be enacted into legislation as Ordinance #117240, signed by the Mayor on August 2, 1994.

According to the provisions of the ordinance the intended life span of the pilot project was three years from the date of implementation, and will end effective June 30, 1997. The following review, analysis and recommendation is based on the duties and responsibilities reflected in the Position Description Questionnaire for allocation to become effective 7/1/97.

Analysis:
Based on the above information, the duties and responsibilities of the subject position were compared to the requested class specification for Senior Management Systems Analyst.

The class specification for Senior Management Systems Analyst describes positions that serve as a project manager or lead over systems design, development and implementation projects involving considerable scope, complexity and long term commitments; analyze and evaluate effectiveness of management controls, channels of communication, operating procedures, organization and flow of work; devise efficient methods of accomplishing work and recommend solutions to resolve problems. Positions allocated to this class conduct operational and information processing and reporting studies in areas such as budget ; develop work plans and goals based upon departmental objectives and priorities; and act as primary technical advisors to departmental or divisional management.

Based on this information, we conclude that the preceding duties statement indicates that Position No 017295 fulfills the basic conditions requisite for allocation to the Senior Management Systems Analyst classification

Recommendation:
Therefore, based on the above evaluation, we recommend that the subject position be allocated to the Senior Management Systems Analyst classification. The effective date of this action should be July 1, 1997 which reflects the date the position completes its participation in the Department's Skills Based Pay Pilot Program.

CITY OF SEATTLE
PERSONNEL DIVISION

CLASSIFICATION DETERMINATION REPORT

Date: April 21, 1997 Report No. 97-1257

POSITION IDENTIFICATION

Department: Executive Services ((Administrative Services)
Classification Title: Unclassified
Ordinance Title: Finance Analyst-DAS
Position Number: 010981
Bargaining Unit: 030 **Current Salary:** $28.99 **(Range:** N/A)

RECOMMENDED ACTION

Classification Title: Senior Systems Analyst
Ordinance Title: Senior Systems Analyst
Legislation Required: Yes:

Bargaining Unit: 030 **Recommended Salary:** $23.78 - $27.73 **(Range:** 37.5A)
Remarks: ***See next page for pertinent allocation information.***

INCUMBENT STATUS

Incumbent:
Current Standing: Finance Analyst-DAS
Recommended Standing: Senior Systems Analyst
In recommended standing, incumbent status is:

Regular;	Probationary;	Temporary.
[**X**] 2.3.100;	[ ] 2.3.200;	[ ] 2.3.300.

Remarks: See next page for pertinent allocation information.

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

Position Identification and Source of Request:

Position #010981 is located in the Finance and Administration Division of Executive Services Department. The position is currently a part of the Department's Skills Based Pay Pilot Program which is scheduled for completion on June 30, 1997 (detailed information is included in the Background section of this report). This current review is the result of reorganization and merger of the former Administrative Services Department with Personnel and Finance Departments to form the new Executive Services Department; and for the purpose of allocating the subject position to the appropriate classification at the culmination of the Skills Based Pay Pilot Program to become effective 7/1/97.

Position History:

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

Scope of Review

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

- The Position Description Questionnaire (PDQ) and supplemental position information dated and submitted 9/16/96;
- An informational meeting with the division's Human Resources Rep.;
- The class specification for Principal Systems Analyst (#2100508) and Senior Systems Analyst (#2100505)
- Team Two's review/analysis of subject position information;
- Comparison to similar positions;
- Review of the organizational charts affecting the subject position; and,
- Position history records and related classification files.

Summary of Work

The subject position is essentially responsible for managing information systems projects or working in a team environment to develop and implement the Department's major information systems.

NOTE: For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaire (PDQ), dated 9/16/96 and submitted for purposes of this review.

Background:

The DAS Skills based Pay Pilot Program was designed to compensate DAS employees for the acquisition of skills deemed particularly valuable to the department. DAS identified two groups of employees, one in Financial Planning and one in Management Planning who would be appropriate candidates for the pilot. An interdepartmental committee developed three skill sets, one for the Financial Planning group, one for the Management Planning group and one that was common to both groups. For each skill identified by the committee, a number of discrete levels were distinguished and descriptors for each of the levels were developed. Once the skills sets were completed, DAS and Personnel wrote an ordinance that implemented the pilot and successfully moved it through the City Council to be enacted into legislation as Ordinance #117240, signed by the Mayor on August 2, 1994.

According to the provisions of the ordinance the intended life span of the pilot project was three years from the date of implementation, and will conclude June 30, 1997. The following review, analysis and recommendation is based on the duties and responsibilities reflected in the Position Description Questionnaire for allocation to become effective 7/1/97.

Analysis:

We chose class specifications within the Systems Analyst class series for purposes of this review, specifically Senior and Principal classes. The work of these classes are characterized in this manner:

Senior Systems Analyst - develop and monitor the project budget; oversee complex projects with division or department impact; perform the full range of systems design, development, implementation and maintenance activities related to data processing systems and oversee or serve as project manager or lead over professional staff.

Principal Systems Analyst - serve as the department's highest level technical expert; and oversee large, complex projects with departmental or Citywide impact.

Comparison

According to the PDQ submitted for review, we find that the subject position is relied upon to:

50% Implement a distributed management report system project for internal and City-wide users; and a service order and billing system for departmental use.

Duties include: developing project work plans and monitoring contracts; coordinating end-user requirements to determine database structure; working with contractors and department's systems analysts to design efficient database structure; direct contractor and systems analysts to develop data warehouse and

critical management reports; training City-wide and internal users on reporting tools and techniques; identifying issues and problems; negotiating or recommending solutions to contractors and end-users; and acting as liaison between end-users and technical staff.

(These are duties and responsibilities found within the Senior Systems Analyst class specification. *Positions within this class are expected to develop and monitor project budgets, work plans, estimates and specifications; provide technical advise to end-users; coordinate and/or serve as project manager or lead over professional staff; and diagnose system failures to isolate source of problems between equipment, system software and application programs)*

50% Establish financial and operational procedures for complex projects that may impact other jurisdictions and private sectors; analyze complex operational procedures and recommend solutions for improvement.

Duties include: Streamlining business operations, recommending solutions for disputes arising from inter-departmental and intergovernmental operations; analyzing complex issues; establishing policies and procedures; identifying, researching and analyzing problems and issues; recommending solutions to resolve inter-departmental and inter-governmental disputes; instructing and training analyst to carry out operational procedures; establishing financial and business policies and procedures.

(These are duties and responsibilities reflected in the Senior Systems Analyst class specification. *Positions at this level are expected to relate aspects and/or parts of a project to the over all circumstances and needs of the organization; perform the more complex duties including diagnosing and resolving systems problems and to make appropriate recommendations to resolve the problem; provide technical advice to users in a specialty area; and write operating and working procedures and standards.*)

Conclusion

Prior to the department's Skills Based Pay Pilot Program, the subject position was classified as a Principal Systems Analyst based on the position's mixed duties which included identifying DAS' long-range financial information systems needs; overseeing the development and implementation of projects related to financial information reporting, as well as the department's computer systems network; and managing the department's general accounting and financial management information services. In addition, the subject position had a reporting relationship to the Division Director, and full supervisory responsibilities for staff subordinates including a Senior Management Systems Analyst, a Senior Finance Analyst, a Senior Accountant, an Accountant and two Accounting Technicians. At the conclusion of the department's Skills Based Pay Pilot Program, the subject position is expected to establish financial and operational procedures for complex projects that may impact other jurisdictions and private sectors;

and implement a distributed management report system project for internal and City-wide users. The subject position will have no supervisory responsibilities and will report to a Manager VIII classification, which is at an equivalent classification level to the subject position's classification prior to the Pilot Program.

Based on the above review and analysis, we found that positions allocated to the Senior System Analyst class are expected to perform the more complex and/or technical projects; whereas, positions at the Principal Systems Analyst level oversee major systems that involve significant departure from established practices and/or requires extensive technical knowledge.

Recommendation

We therefore recommend that the subject position be reclassified to the title of Senior Systems Analyst. This action should become effective July 1, 1997 to coincide with the conclusion of the Department's Skills Based Pay Pilot Program.

CITY OF SEATTLE
PERSONNEL DIVISION

CLASSIFICATION DETERMINATION REPORT

Date: April 18, 1997 | Report No 97-1258

POSITION IDENTIFICATION

Department: Executive Services ((Administrative Services)
Classification Title: Unclassified
Ordinance Title: Finance Analyst-DAS
Position Number: 011215
Bargaining Unit: 030 **Current Salary:** $26.27 **(Range:** N/A)

RECOMMENDED ACTION

Classification Title: Rates Management Analyst
Ordinance Title: Rates Management Analyst
Legislation Required: Yes

Bargaining Unit: 030 **Recommended Salary:** $23.78 - $27.73 **(Range:** 37.5A)

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

INCUMBENT STATUS

Incumbent:

Current Standing: Finance Analyst-DAS

Recommended Standing: Rates Management Analyst

In recommended standing, incumbent status is:

Regular;	Probationary;	Temporary.
[**X**] 2.3.100;	[ ] 2.3.200;	[ ] 2.3.300.

Remarks: See next page for pertinent allocation information.

Recommended:	Team 2 J.D. Bm	Classification/Compensation Analyst(s)
Approved:	John Pearson	Classification/Compensation Supervisor
	Lidia Santiesteban	Classification/Compensation Director
	Sarah Welch	Personnel Director

Position Identification and Source of Request:

Position #011215 is located in the Finance and Administration Division of Executive Services Department. The position is currently a part of the Department's Skills Based Pay Pilot Program which is scheduled for completion on June 30, 1997 (detailed information is included in the Background section of this report). This current review is the result of reorganization and merger of the former Administrative Services Department with Personnel and Finance Departments to form the new Executive Services Department; and for the purpose of allocating the subject position to the appropriate classification at the culmination of the Skills Based Pay Pilot Program to become effective 7/1/97.

Position History:

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

Scope of Review

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

- The Position Description Questionnaire (PDQ) and supplemental position information dated and submitted 9/12/96;
- An informational meeting with the division's Human Resources Rep.;
- The class specification for Finance Analyst (#2003504) and Economist (#2002504);
- Team Two's review/analysis of subject position information;
- Comparison to similar positions;
- Review of the organizational charts affecting the subject position; and
- Position history records and related classification files.

Summary of Work

As described in the PDQ, the essential purpose of the position is to analyze DAS rate structures and expenditures; allocate costs to revenue centers; develop and forecast statistical models, budget analyses and cost recovery; prepare the division's operating and program budgets; design and adapt automated reporting systems for rates/budget analyses; provide guidance and expertise to divisions and sections; and serve as liaison to outside and internal government agencies.

NOTE: For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaire (PDQ), dated 9/12/96 and submitted for purposes of this review. Since this is a single position classification, and as such the PDQ shall serve as the Class Specification.

Background:

The DAS Skills based Pay Pilot Program was designed to compensate DAS employees for the acquisition of skills deemed particularly valuable to the department. DAS identified two groups of employees, one in Financial Planning and one in Management Planning who would be appropriate candidates for the pilot. The committee developed three skill sets, one for the Financial Planning group, one for the Management Planning group and one that was common to both groups. For each skill identified by the committee, a number of discrete levels were distinguished and descriptors for each of the levels were developed. Once the skills sets were completed, DAS and Personnel wrote an ordinance that implemented the pilot and successfully moved it through the City Council to be enacted into legislation as Ordinance #117240, signed by the Mayor on August 2, 1994.

According to the provisions of the ordinance the intended life span of the pilot project was three years from the date of implementation, which will become effective June 30, 1997. The following review, analysis and recommendation is based on the duties and responsibilities reflected in the Position Description Questionnaire for allocation to become effective 7/1/97.

Analysis:

Based on the above information the duties and responsibilities of the subject position were compared to the class specifications for Finance Analyst and Economist for the purpose of determining the appropriate classification.

The class specification for Finance Analyst describes positions that assists in preparing financial, expenditure and status reports, and provides fiscal and budgetary controls over capital projects, grants and/or operating budgets. The class specification for Economist describes positions that compiles, analyzes and interprets economic and statistical data for departmental management; researches and studies a variety of financial issues to assess economic impact of various projects and proposals such as utility rate proposals, urban development projects and proposed land use regulations; estimates revenues and forecast expenditures and performs related work.

Whereas, the PDQ submitted for this review describes the body of work that performs analyses of administrative services' rate structures and expenditure levels; compares department's rates to other public and private agencies; researches, develops and forecasts statistical models to support rate structures, policies and pricing methodologies; ensures rates are appropriately set to accommodate departmental projections and to adequately recover costs; allocate costs to revenue centers to ensure fiscal solvency of department; and analyzes, prepares and defends the departmental program, operating and CIP budgets.

It is apparent from the above analysis that the work performed by the subject position is diverse in nature, with responsibilities involving rate setting, financial management and

budgeting. However, rate setting/forecasting is the predominant activity of the subject position. These skills are essentially more critical to the job than financial and/or budgeting experience, though these jobs remain an essential and integral aspect that is closely interrelated with the rate constituent. Rate setting and forecasting are considered outside and beyond the scope and capability of the Finance Analyst, and the significance of the budget element also precludes allocation of the subject position to the Economist classification.

A classification report (#26-93) established a new title of Rates Management Analyst (Range 37.5A) based on duties essentially identical to the subject positions'. At the time the title was established we inadvertently neglected to adopt the class specification. In cases of non-represented single position classifications the PDQ will serve as the class spec. We therefore, recommend that the position be allocated to this new title of Rates Management Analyst.

Recommendation:

Based on the evaluation of the duties and responsibilities of Position #011215, the appropriate classification is Rates Management Analyst, effective July 1, 1997, which reflects the date the position completes its participation in the Department's Skills Based Pay Pilot Program.

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: April 18, 1997 | Report No. 97-1259

POSITION IDENTIFICATION

Department: Executive Services (DAS)
Classification Title: unclassified
Ordinance Title: Finance Analyst - DAS
Position Number: 021101
Bargaining Unit: 030 **Current Salary: $23.90 (Salary Range: N/A)**

RECOMMENDED ACTION

Classification Title: Finance Analyst, Senior
Ordinance Title: Finance Analyst, Senior
Legislation Required: Yes
Rec. Bargaining Unit: 030 **Recommended Salary: $22.08 - 25.70 (Salary Range: 35.5A)**
Remarks: ***See next page for pertinent allocation information.***

INCUMBENT STATUS

Incumbent:
Current Standing: Finance Analyst - DAS
Recommended Standing: Finance Analyst, Senior
In recommended standing, incumbent status is:

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

Remarks: See next page for pertinent allocation information.

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

Position Identification and Source of Request:
Position No. 021101 is located in the Facilities Section of the Executive Services Department. The position is currently a part of the Department's Skills Based Pay Pilot Program which is scheduled for completion on June 30, 1997 (detailed information is included in the *Background* section of this report). This current review is the result of reorganization and merger of the former Administrative Services Department with Personnel and Finance Departments to form the new Executive Services Department; and for the purpose of allocating the subject position to the appropriate classification at the culmination of the Skills Based Pay Pilot Program to become effective 7/1/97.

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

Scope of Review
This review consisted of an analysis and evaluation of the subject position by a team of Classification Analysts (Gail Thompson, Irene Ogunyemi and Barbara Martin) which consisted of the following:

- the Position Description Questionnaire (PDQ) and supplemental position information dated and submitted 9/16/96;
- the class specifications for Senior Accountant (#2000505) and Senior Finance Analyst (#2003505);
- Team Two's review/analysis of subject position information;
- Comparison to similar positions;
- Review of the organizational charts affecting the subject position; and,
- Position history records and related classification files.

Summary of Work
As described in the PDQ, this position reports to the Accounting Services Manager and is essentially responsible for performing a wide range of analytical tasks on financial and budgetary issues. Assignments typically include responsibilities related to the operations of the key tower and various other capital improvements and facilities which require analysis of a large number of cost centers, charge fees, or rates as part of the budget preparation process. This position monitors the funding, administration and budgeting of capital improvement projects, analyzes financial issues, problems and proposals, and prepares reports, correspondence and other written materials; investigates and analyzes a variety of special financial projects, problems and issues; identifies the need for and develops and implements new or revised budgetary and financial management systems; and develops financial models for decision-making purposes.

NOTE: For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaire (PDQ), dated 9/8/95 and submitted for purposes of this review.

Background:
The DAS Skills based Pay Pilot Program was designed to compensate DAS employees for the acquisition of skills deemed particularly valuable to the department. DAS identified two groups of employees, one in Financial Planning and one in Management Planning who would be appropriate candidates for the pilot. An inter-departmental committee developed three skill sets, one for the Financial Planning group, one for the Management Planning group and one that was common to both groups. For each skill identified by the committee, a number of discrete levels were distinguished and descriptors for each of the levels were developed. Once the skills sets were completed, DAS and Personnel wrote an ordinance that implemented the pilot and successfully moved it through the City Council to be enacted into legislation as Ordinance #117240, signed by the Mayor on August 2, 1994.

According to the provisions of the ordinance the intended life span of the pilot project was three years from the date of implementation, and will end effective June 30, 1997. The following review, analysis and recommendation is based on the duties and responsibilities reflected in the Position Description Questionnaire for allocation to become effective 7/1/97.

Analysis:
Based on the above information, the duties and responsibilities of the subject position were compared to the class specifications for Senior Accountant and Senior Finance Analyst.

The class specification for Senior Accountant describes positions that perform professional accounting functions and tasks. Positions allocated to this title interpret and make major decisions affecting the balance of the department's financial statement and/or consult on the adequacy of internal controls and accounting procedures; and have supervisory authority or lead responsibility over a special program, project, and/or an accounting function.

The class specification for Senior Finance Analyst describes positions that coordinate and lead in the development, preparation, defense and monitoring of division/department operating budgets or capital improvement project budgets or financial management of grants and/or capital programs. Positions allocated to this title conduct financial research and analysis on financial/budgetary impacts and implications, and policy or operational changes; and oversee financial/budgetary reporting and monitoring activities.

Recommendation:
Therefore, based on the above evaluation, we conclude that the preceding duties statement indicates that Position No 021101 fulfills the basic conditions requisite for allocation to the Senior Finance Analyst classification, and further recommend that the subject position be allocated to that title. The effective date of this action should be July 1, 1997 which reflects the date the position completes its participation in the Department's Skills Based Pay Pilot Program.

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: April 18, 1997 | Report No. 97-1260

POSITION IDENTIFICATION

Department: Executive Services (DAS)
Classification Title: unclassified
Ordinance Title: Finance Analyst- DAS
Position Number: 011290
Bargaining Unit: 030 **Current Salary: $29.87 (Salary Range: N/A)**

RECOMMENDED ACTION

Classification Title: Management Systems Analyst, Senior
Ordinance Title: Management Systems Analyst, Senior
Legislation Required: Yes

Rec. Bargaining Unit: 030 **Recommended Salary: $23.78 - $27.73 (Salary Range: 37.5)**

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

INCUMBENT STATUS

Incumbent:
Current Standing: Management and Planning Analyst - DAS
Recommended Standing: Management Systems Analyst, Senior
In recommended standing, incumbent status is:

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

Remarks: See next page for pertinent allocation information.

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:

Position No. 011290 is located in the Management and Planning Support Unit of the Executive Services Department. The position is currently a part of the Department's Skills Based Pay Pilot Program which is scheduled for completion on June 30, 1997 (detailed information is included in the *Background* section of this report). This current review is the result of reorganization and merger of the former Administrative Services Department with Personnel and Finance Departments to form the new Executive Services Department; and for the purpose of allocating the subject position to the appropriate classification at the culmination of the Skills Based Pay Pilot Program to become effective 7/1/97.

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

Scope of Review

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

- the Position Description Questionnaire (PDQ) and supplemental position information dated and submitted 9/17/96;
- the class specification for Senior Executive Assistant (#2401506) and Management Systems Analyst, Senior (#2350005);
- Team Two's review/analysis of subject position information;
- Comparison to similar positions;
- Review of the organizational charts affecting the subject position; and,
- Position history records and related classification files.

Summary of Work

As described in the PDQ, this position reports to the Management and Planning Support Director and is essentially responsible for performing a variety of financial, operational and policy analyses and audits; developing and presenting recommendations and implementation plans to facilitate results of analyses; and managing departmental and City-wide projects at the request of management.

NOTE: For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaire (PDQ), dated 9/8/95 and submitted for purposes of this review.

Background:

The DAS Skills based Pay Pilot Program was designed to compensate DAS employees for the acquisition of skills deemed particularly valuable to the department. DAS identified two groups of employees, one in Financial Planning and one in Management Planning who would be appropriate candidates for the pilot. An inter-departmental committee developed three skill sets, one for the Financial Planning group, one for the Management Planning group and one that was common to both groups. For each skill identified by the committee, a number of discrete levels were distinguished and descriptors for each of the levels were developed. Once the skills sets were completed, DAS and Personnel wrote an ordinance that implemented the pilot and successfully moved it through the City Council to be enacted into legislation as Ordinance #117240, signed by the Mayor on August 2, 1994.

According to the provisions of the ordinance the intended life span of the pilot project was three years from the date of implementation, and will end June 30, 1997. The following review, analysis and recommendation is based on the duties and responsibilities reflected in the Position Description Questionnaire for allocation to become effective 7/1/97.

Analysis:

Based on the above information, the duties and responsibilities of the subject position were compared to the class specifications Senior Management Systems Analyst and Senior Executive Assistant for the purpose of determining the appropriate classification. The latter (Senior Executive Assistant) classification was specifically requested for review by the Department.

The class specification for Senior Executive Assistant describes positions that perform a wide range of complex, confidential and sensitive executive level administrative duties for the head of a department or to a deputy superintendent. Positions allocated to this class identify issues, conduct research and develop solutions, options and alternatives for a variety of sensitive, confidential or complex administrative, managerial or operational problems; prepare a variety of reports and correspondence; serve as liaison to the operating divisions of the department; implement and manage a variety of special projects and activities; and review and monitor budgets.

The class specification for Senior Management Systems Analyst describes positions that serve as a project manager or lead over systems design, development and implementation projects involving considerable scope, complexity and long term commitments; analyze and evaluate effectiveness of management controls, channels of communication, operating procedures, organization and flow of work; devise efficient

methods of accomplishing work and recommend solutions to resolve problems. Positions allocated to this class conduct operational and information processing and reporting studies in areas such as budget ; develop work plans and goals based upon departmental objectives and priorities; and act as primary technical advisors to departmental or divisional management.

A review of the organization and its subordinate structure indicates that an Executive Assistant position reports to the Division Director and provides all of the administrative duties typically associated with that class. Based on this information, we concude that an allocation of the subject position to the Senior Executive Assistant class would be organizationally inappropriate. A comparison with the preceding duties statement, however, indicates that Position No. 011290 fulfills the basic conditions requisite for allocation to the Senior Management Systems Analyst classification.

Recommendation:

Therefore, based on the above evaluation, we recommend that the subject position be allocated to the Senior Management Systems Analyst classification. The effective date of this action should be July 1, 1997 which reflects the date the position completes its participation in the Department's Skills Based Pay Pilot Program.

CITY OF SEATTLE
PERSONNEL DIVISION

CLASSIFICATION DETERMINATION REPORT

Date: April 16, 1997 | Report No. 97-1261

POSITION IDENTIFICATION

Department: Executive Services ((Administrative Services)
Classification Title: Unclassified
Ordinance Title: Management & Planning Analyst-DAS
Position Number: 023662
Bargaining Unit: 030 **Current Salary: $28.36 (Range: N/A)**

RECOMMENDED ACTION

Classification Title: Executive Assistant
Ordinance Title: Executive Assistant
Legislation Required: Yes

Bargaining Unit: 030 **Recommended Salary: $23.78 - $27.73 (Range: : 37.5A)**

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

INCUMBENT STATUS

Incumbent:

Current Standing: Management & Planning Analyst-DAS

Recommended Standing: Executive Assistant

In recommended standing, incumbent status is:

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

Remarks: See next page for pertinent allocation information.

Recommended:	Team 2 I.D. Stan	Classification/Compensation Analyst(s)
Approved:	John Pearson	Classification/Compensation Supervisor
	Lidia Santiesteban	Classification/Compensation Director
	Sarah Welch	Personnel Director

Position Identification and Source of Request:

Position #023662 is located in the Finance & Administration Division of Executive Services Department. The position is currently a part of the Department's Skills Based Pay Pilot Program which is scheduled for completion on June 30, 1997 (detailed information is included in the Background section of this report). This current review is the result of reorganization and merger of the former Administrative Services Department with Personnel and Finance Departments to form the new Executive Services Department; and for the purpose of allocating the subject position to the appropriate classification at the termination of the Skills Based Pay Pilot Program to become effective 7/1/97.

Position History:

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

Scope of Review

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

- The Position Description Questionnaire (PDQ) and supplemental position information submitted for this review;
- The class specification for Principal Systems Analyst (#2100508) Senior Executive Assistant (#2401506) and Executive Assistant (#2401504);
- Team Two's review/analysis of subject position information;
- Comparison to similar positions;
- Review of the organizational charts affecting the subject position; and
- Position history records and related classification files.

Summary of Work

As described in the PDQ, the essential purpose of the position is to serve as the department's Public Disclosure Officer and Legislative Liaison; provide executive assistance to department Director; perform a wide variety of high level analytical work to include policy, finance and budget; and manage complex projects City-wide.

NOTE: For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaire (PDQ), dated 9/19/96 and submitted for purposes of this review.

Background:

The DAS Skills based Pay Pilot Program was designed to compensate DAS employees for the acquisition of skills deemed particularly valuable to the department. DAS identified two groups of employees, one in Financial Planning and one in Management Planning who would be appropriate candidates for the pilot. An interdepartmental committee developed three skill sets, one for the Financial Planning group, one for the Management Planning group and one that was common to both groups. For each skill identified by the committee, a number of discrete levels were distinguished and descriptors for each of the levels were developed. Once the skills sets were completed, DAS and Personnel wrote an ordinance that implemented the pilot and successfully moved it through the City Council to be enacted into legislation as Ordinance #117240, signed by the Mayor on August 2, 1994.

According to the provisions of the ordinance the intended life span of the pilot project was three years from the date of implementation, and will conclude effective June 30, 1997. The following review, analysis and recommendation is based on the duties and responsibilities reflected in the Position Description Questionnaire for allocation to become effective 7/1/97.

Analysis:

Based on the above information the duties and responsibilities of the subject position were compared to the class specifications for Principal Systems Analyst and the Executive Assistant class series for the purpose of determining the appropriate classification.

The class specification for Principal Systems Analyst describes positions that develop overall project plans; oversee the operation of major departmental or City-wide data processing projects; and/or serve as a technical expert in an area of specialization. Whereas, the class specifications in the Executive Assistant class series describe positions that provide professional administrative and analytical support in the areas of budgeting, personnel administration, office management and special projects for an organizational entity and/or upper level management. The primary distinction between the Executive Assistant and Senior Executive Assistant classifications are that the former performs a wide variety of high level analytical work; and serves as liaison with other divisions, and departments; and the latter performs a wide range of complex, confidential and sensitive level administrative duties for the head of a department or a deputy superintendent. The clear intent of class specification #2401506- Senior Executive Assistant, is that it be applied to those positions directly reporting to and providing support for a position at the department head or deputy superintendent level.

Based upon the above analysis, we conclude that the subject position's duties (*perform a wide variety of high level analytical work on policy, financial and budgetary issues; manage complex projects City-wide; and provide executive support to division Director*) more closely resemble the duties outlined in the Executive Assistant class specification

(*provide professional administrative and analytical support in the areas of budgeting, personnel administration, office management; and act as liaison with other divisions and other departments*).

Recommendation:

Therefore, based on the evaluation of the duties and responsibilities of Position #023662, the appropriate classification is Executive Assistant, effective July 1, 1997, which reflects the date the position completes its participation in the Department's Skills Based Pay Pilot Program.

CITY OF SEATTLE
PERSONNEL DIVISION

CLASSIFICATION DETERMINATION REPORT

Date: April 16, 1997 | Report No: 97-1262

POSITION IDENTIFICATION

Department: Executive Services ((Administrative Services)
Classification Title: Unclassified
Ordinance Title: Management & Planning Analyst-DAS
Position Number: 011025
Bargaining Unit: 030 **Current Salary: $23.38 (Range: N/A)**

RECOMMENDED ACTION

Classification Title: Administrative Staff Analyst
Ordinance Title: Administrative Staff Analyst
Legislation Required: Yes
Bargaining Unit: 030 **Recommended Salary:** $20.04 - 23.35 **(Range:** 33.0A)
Remarks: ***See next page for pertinent allocation information.***

INCUMBENT STATUS

Incumbent:
Current Standing: Management & Planning Analyst-DAS
Recommended Standing: Administrative Staff Analyst
In recommended standing, incumbent status is:

Regular;	Probationary;	Temporary.
[**X**] 2.3.100;	[ ] 2.3.200;	[ ] 2.3.300.

Remarks: See next page for pertinent allocation information.

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

Position Identification and Source of Request:

Position #011025 is located in the Finance & Administration Division of Executive Services Department. The position is currently a part of the Department's Skills Based Pay Pilot Program which is scheduled for completion on June 30, 1997 (detailed information is included in the Background section of this report). This current review is the result of reorganization and merger of the former Administrative Services Department with Personnel and Finance Departments to form the new Executive Services Department; and for the purpose of allocating the subject position to the appropriate classification at the termination of the Skills Based Pay Pilot Program to become effective 7/1/97.

Position History:

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

Scope of Review

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

- The Position Description Questionnaire (PDQ) and supplemental position information submitted for this review;
- An informational meeting with the division's Human Resources Rep.;
- The class specification for Executive Assistant (#2401504), Finance Analyst (#2003504) and Administrative Staff Analyst (#2402504);
- Team Two's review/analysis of subject position information;
- Comparison to similar positions;
- Review of the organizational charts affecting the subject position; and
- Position history records and related classification files.

Summary of Work

As described in the PDQ submitted for this review, the essential purpose of the position is to serve as the Customer Relations Coordinator for the department; provide executive assistance to the department Director; and serve as department liaison.

NOTE: For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaire (PDQ), dated 9/19/96 and submitted for purposes of this review.

Background:

The DAS Skills based Pay Pilot Program was designed to compensate DAS employees for the acquisition of skills deemed particularly valuable to the department. DAS identified two groups of employees, one in Financial Planning and one in Management Planning who would be appropriate candidates for the pilot. An interdepartmental committee developed three skill sets, one for the Financial Planning group, one for the Management Planning group and one that was common to both groups. For each skill identified by the committee, a number of discrete levels were distinguished and descriptors for each of the levels were developed. Once the skills sets were completed, DAS and Personnel wrote an ordinance that implemented the pilot and successfully moved it through the City Council to be enacted into legislation as Ordinance #117240, signed by the Mayor on August 2, 1994.

According to the provisions of the ordinance the intended life span of the pilot project was three years from the date of implementation, and will conclude June 30, 1997. The following review, analysis and recommendation is based on the duties and responsibilities reflected in the Position Description Questionnaire for allocation to become effective 7/1/97.

Analysis:

Based on the above information the duties and responsibilities of the subject position were compared to the class specifications for Executive Assistant, Finance Analyst and Administrative Staff Analyst for the purpose of determining the appropriate classification.

The class specification for Executive Assistant describes positions that provide professional administrative and analytical support in the areas of budgeting, personnel administration, office management and special projects for an organizational entity and/or upper level management.

The class specification for Finance Analyst describes positions that assist in preparing financial reports, expenditure and status reports, and provide fiscal and budgetary controls over capital projects, grants and/or operating budgets. Whereas, the Administrative Staff Analyst class specification describes positions that provide general administrative and analytical support by coordinating and developing budget preparation and specific program goals; researching and analyzing a variety of operational or administrative issues and/or problems; assisting in personnel matters; and serving as liaison with other sections and divisions; preparing or monitoring the preparation of correspondence; and monitoring contracts.

According to the submitted PDQ, we find that the subject position is relied upon to:

65% Serve as department's Customer Service Coordinator, and intermediary between accounts payable and customers; develop, manage and implement all blanket contracts; provide primary liaison between the department and the Facilities and Contracting Services Divisions; and perform a wide variety of analytical work on policy and other issues for the department.

*(These duties and responsibilities are found within the **Administrative Staff Analyst** class specification. Positions within this class are expected to coordinate the budget preparation; monitor the administration of division contracts and expenditures; oversee contracting processes to ensure compliance with departmental and City policies and procedures; and to serve as liaison with other sections, divisions and departments).*

35% Provide executive assistance to department Deputy Director; gather data to prepare weekly status report; oversee issues that relate to records retrieval and retention and represent the department on City-wide committees and projects.

*(These duties and responsibilities are also found within the **Administrative Staff Analyst** class specification. Positions within this class are expected to: prepare or monitor the preparation of correspondence; represent the department at other meetings and task forces; and provide general administrative and analytical support).*

Based upon the above analysis, we found that the preponderance of duties and responsibilities assigned to the subject position (*serve as department's Customer Service Coordinator, develop, manage and implement all blanket contracts; provide primary liaison between the department and the Facilities and Contracting Services Divisions; and perform a wide variety of analytical work on policy and other issues for the department*) are consistent with those characterized within the Administrative Staff Analyst class specification than that of Executive Assistant or Finance Analyst.

Recommendation:

Therefore, based on the above evaluation of the duties and responsibilities of Position #011025, it is our recommendation that the subject position be reclassified to Administrative Staff Analyst effective July 1, 1997, which reflects the date the position completes its participation in the Department's Skills Based Pay Pilot Program.

CITY OF SEATTLE
PERSONNEL DIVISION

CLASSIFICATION DETERMINATION REPORT

Date: April 16, 1997 Report No: .97-1263

POSITION IDENTIFICATION

Department: Executive Services (Administrative Services)
Classification Title: Unclassified
Ordinance Title: Management & Planning Analyst-DAS
Position Number: 022791
Bargaining Unit: 030 **Current Salary:** $23.91 **(Range:** N/A)

RECOMMENDED ACTION

Classification Title: Administrative Staff Analyst
Ordinance Title: Administrative Staff Analyst
Legislation Required: Yes
Bargaining Unit: 030 **Recommended Salary:** $20.04 - 23.35 **(Range:** 33.0A)
Remarks: ***See next page for pertinent allocation information.***

INCUMBENT STATUS

Incumbent:
Current Standing: Management & Planning Analyst-DAS
Recommended Standing: Administrative Staff Analyst
In recommended standing, incumbent status is:

Regular;	Probationary;	Temporary.
[**X**] 2.3.100;	[ ] 2.3.200;	[ ] 2.3.300.

Remarks: See next page for pertinent allocation information.

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

Position Identification and Source of Request:

Position #022791 is located in the Finance & Administration Division of Executive Services Department. The position is currently a part of the Department's Skills Based Pay Pilot Program which is scheduled for completion on June 30, 1997 (detailed information is included in the Background section of this report). This current review is the result of reorganization and merger of the former Administrative Services Department with Personnel and Finance Departments to form the new Executive Services Department; and for the purpose of allocating the subject position to the appropriate classification at the termination of the Skills Based Pay Pilot Program to become effective 7/1/97.

Position History:

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

Scope of Review

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

- The Position Description Questionnaire (PDQ) and supplemental position information submitted for this review;
- An informational meeting with the division's Human Resources Rep.;
- The class specification for Management Systems Analyst (#2350004) and Administrative Staff Analyst (#2402504);
- Team Two's review/analysis of subject position information;
- Comparison to similar positions;
- Review of the organizational charts affecting the subject position; and
- Position history records and related classification files.

Summary of Work

As described in the PDQ submitted for this review, the essential purpose of the position is to serve as the department's employee recognition/involvement manager; facilitate and provide staff support for employee involvement projects; prepare and update Emergency Plan; represent the department on Citywide committees and projects; and provide analytical and administrative staff support.

NOTE: For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaire (PDQ), dated 9/19/96 and submitted for purposes of this review.

Background:

The DAS Skills based Pay Pilot Program was designed to compensate DAS employees for the acquisition of skills deemed particularly valuable to the department. DAS identified two groups of employees, one in Financial Planning and one in Management Planning who would be appropriate candidates for the pilot. An interdepartmental committee developed three skill sets, one for the Financial Planning group, one for the Management Planning group and one that was common to both groups. For each skill identified by the committee, a number of discrete levels were distinguished and descriptors for each of the levels were developed. Once the skills sets were completed, DAS and Personnel wrote an ordinance that implemented the pilot and successfully moved it through the City Council to be enacted into legislation as Ordinance #117240, signed by the Mayor on August 2, 1994.

According to the provisions of the ordinance the intended life span of the pilot project was three years from the date of implementation, and will conclude June 30, 1997. The following review, analysis and recommendation is based on the duties and responsibilities reflected in the Position Description Questionnaire for allocation to become effective 7/1/97.

Analysis:

Based on the above information the duties and responsibilities of the subject position were compared to the class specifications for Management Systems Analyst and Administrative Staff Analyst for the purpose of determining the appropriate classification.

The class specification for Management Systems Analyst describes positions that 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. They are responsible for establishing the flow of information, determining how and to whom it will travel, and interfacing with users and Systems Analysts to design an organizational system that achieves maximum efficiency from an operational perspective.

The class specification for Administrative Staff Analyst describes positions that provide general administrative and analytical support to a small department or to a large unit of a department by coordinating and developing budget preparation and specific program goals; researching and analyzing a variety of operational or administrative issues and/or problems; assisting in personnel matters; and serving as liaison with other sections and divisions; preparing or monitoring the preparation of correspondence; and monitoring contracts.

According to the submitted PDQ, we find that the subject position is relied upon to:

35% Serve as Department employee recognition/involvement manager; prepare and monitor related contracts and budgets; facilitate and provide staff support for department employee involvement project; and advise department Director on policies, procedures and current practices.

*(These duties and responsibilities are found within the **Administrative Staff Analyst** class specification. Positions within this class are expected to coordinate the budget preparation; monitor the administration of division contracts and expenditures; oversee contracting processes to ensure compliance with departmental and City policies and procedures; and to prepare and monitor training plans).*

30% Facilitate and provide staff support for department employee involvement project; serve as committee liaison between departments; develop recommendations and supporting analyses; and .prepare reports on committee progress.

*(These duties and responsibilities are found within the **Administrative Staff Analyst** class specification. Positions within this class are expected to assist in a variety of administrative issues or problems; and to serve as liaison with other sections, divisions and departments).*

25% Prepare and update the department's emergency plan; and represent the department on City-wide committees and projects.

*(These duties and responsibilities are found within the **Administrative Staff Analyst** class specification. Positions within this class are expected to conduct public meetings concerning departmental projects; and to represent the department at other meetings and task forces).*

10% Provide analytical and administrative staff support to department; prepare correspondence, speeches and reports; and provide answers to questions, requests for information and complaints from within the department and from other departments.

*(These duties and responsibilities are also found within the **Administrative Staff Analyst** class specification. Positions within this class are expected to provide general administrative and analytical support to a small department or to a large unit of a department).*

Based upon the above analysis, we conclude that the subject position's duties more closely resemble the duties outlined in the Administrative Staff Analyst class specification than that of the Management Systems Analyst. The Administrative Staff Analyst serves as department employee recognition/involvement manager; prepares and monitors related contracts and budgets; facilitates and provides staff support for department employee involvement projects; advises department Director on policies, procedures and current practices and provides administrative and analytical support.

Recommendation:

Therefore, it is our recommendation that Position #022791 be reclassified to Administrative Staff Analyst, effective July 1, 1997, which reflects the date the position completes its participation in the Department's Skills Based Pay Pilot Program.

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: April 18, 1997 | Report No. 97-1265

POSITION IDENTIFICATION

Department: Executive Services (DAS)
Classification Title: unclassified
Ordinance Title: Finance Analyst - DAS
Position Number: 081533
Bargaining Unit: 030 **Current Salary: $23.90 (Salary Range: N/A)**

RECOMMENDED ACTION

Classification Title: Finance Analyst, Senior
Ordinance Title: Finance Analyst, Senior
Legislation Required: Yes

Rec. Bargaining Unit: 030 **Recommended Salary: $22.08 - 25.70 (Salary Range: 35.5A)**

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

INCUMBENT STATUS

Incumbent:
Current Standing: Finance Analyst - DAS
Recommended Standing: Finance Analyst, Senior
In recommended standing, incumbent status is:

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

Remarks: See next page for pertinent allocation information.

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:
Position No. 081533 is located in the Accounting Services Section of the Executive Services Department. The position is currently a part of the Department's Skills Based Pay Pilot Program which is scheduled for completion on June 30, 1997 (detailed information is included in the *Background* section of this report). This current review is the result of reorganization and merger of the former Administrative Services Department with Personnel and Finance Departments to form the new Executive Services Department; and for the purpose of allocating the subject position to the appropriate classification at the culmination of the Skills Based Pay Pilot Program to become effective 7/1/97.

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

Scope of Review
This review consisted of an analysis and evaluation of the subject position by a team of Classification Analysts (Gail Thompson, Irene Ogunyemi and Barbara Martin) which consisted of the following:

- the Position Description Questionnaire (PDQ) and supplemental position information dated and submitted 9/16/96;
- the class specifications for Senior Accountant (#2000505) and Senior Finance Analyst (#2003505);
- Team Two's review/analysis of subject position information;
- Comparison to similar positions;
- Review of the organizational charts affecting the subject position; and,
- Position history records and related classification files.

Summary of Work
As described in the PDQ, this position reports to the Accounting Services Manager and is essentially responsible for monitoring the Department's accounting processes and controls to ensure accuracy and timeliness of financial information and reports; overseeing the review and reconciliation of all financial accounts and sub-systems; informing management of accounting problems and errors; recommending solutions and assisting in major system implementation and audit of post implementation to ensure the system is working properly; advising management and staff on the most complex departmental finance situations and problems; and, on a continuing basis, analyzing and evaluating the financial health of the Department.

NOTE: For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaire (PDQ), dated 9/8/95 and submitted for purposes of this review.

Background:
The DAS Skills based Pay Pilot Program was designed to compensate DAS employees for the acquisition of skills deemed particularly valuable to the department. DAS identified two groups of employees, one in Financial Planning and one in Management Planning who would be appropriate candidates for the pilot. An inter-departmental committee developed three skill sets, one for the Financial Planning group, one for the Management Planning group and one that was common to both groups. For each skill identified by the committee, a number of discrete levels were distinguished and descriptors for each of the levels were developed. Once the skills sets were completed, DAS and Personnel wrote an ordinance that implemented the pilot and successfully moved it through the City Council to be enacted into legislation as Ordinance #117240, signed by the Mayor on August 2, 1994.

According to the provisions of the ordinance the intended life span of the pilot project was three years from the date of implementation, and will end effective June 30, 1997. The following review, analysis and recommendation is based on the duties and responsibilities reflected in the Position Description Questionnaire for allocation to become effective 7/1/97.

Analysis:
Based on the above information, the duties and responsibilities of the subject position were compared to the class specifications for Senior Accountant and Senior Finance Analyst.

The class specification for Senior Accountant describes positions that perform professional accounting functions and tasks. Positions allocated to this title interpret and make major decisions affecting the balance of the department's financial statement and/or consult on the adequacy of internal controls and accounting procedures; and have supervisory authority or lead responsibility over a special program, project, and/or an accounting function.

The class specification for Senior Finance Analyst describes positions that coordinate and lead in the development, preparation, defense and monitoring of division/department operating budgets or capital improvement project budgets or financial management of grants and/or capital programs. Positions allocated to this title conduct financial research and analysis on financial/budgetary impacts and implications, and policy or operational changes; and oversee financial/budgetary reporting and monitoring activities.

Recommendation:
Therefore, based on the above evaluation, we conclude that the preceding duties statement indicates that Position No 081533 fulfills the basic conditions requisite for allocation to the Senior Finance Analyst classification, and further recommend that the subject position be allocated to that title. The effective date of this action should be July 1, 1997 which reflects the date the position completes its participation in the Department's Skills Based Pay Pilot Program.

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: April 18, 1997 Report No. 97-1266

POSITION IDENTIFICATION

Department: Executive Services (DAS)
Classification Title: unclassified
Ordinance Title: Finance Analyst - DAS
Position Number: 016514
Bargaining Unit: 030 **Current Salary: $22.45 (Salary Range: N/A)**

RECOMMENDED ACTION

Classification Title: Finance Analyst
Ordinance Title: Finance Analyst
Legislation Required: Yes
Rec. Bargaining Unit: 030 **Recommended Salary: $20.04 - $23.35 (Salary Range: 33.0)**
Remarks: ***See next page for pertinent allocation information.***

INCUMBENT STATUS

Incumbent:
Current Standing: Finance Analyst - DAS
Recommended Standing: Finance Analyst
In recommended standing, incumbent status is:

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

Remarks: See next page for pertinent allocation information.

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:
Position No. 016514 is located in the Accounting Services Section of the Executive Services Department. The position is currently a part of the Department's Skills Based Pay Pilot Program which is scheduled for completion on June 30, 1997 (detailed information is included in the *Background* section of this report). This current review is the result of reorganization and merger of the former Administrative Services Department with Personnel and Finance Departments to form the new Executive Services Department; and for the purpose of allocating the subject position to the appropriate classification at the culmination of the Skills Based Pay Pilot Program to become effective 7/1/97.

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

Scope of Review
This review consisted of an analysis and evaluation of the subject position by a team of Classification Analysts (Gail Thompson, Irene Ogunyemi and Barbara Martin) which consisted of the following:

- the Position Description Questionnaire (PDQ) and supplemental position information dated and submitted 9/12/96;
- the class specifications for Senior Accountant (#2000505) and Senior Finance Analyst (#2003505);
- Team Two's review/analysis of subject position information;
- Comparison to similar positions;
- Review of the organizational charts affecting the subject position; and,
- Position history records and related classification files.

Summary of Work
As described in the PDQ, this position reports to the Accounting Services Manager and is essentially responsible for:
Financial Management and Analysis -- Administering, monitoring and controlling the General ledger and CIP project activity; interpreting City ordinances and State legislative mandates relating to CIP funds or projects; conducting financial research and analysis on cash flow issues; developing and maintaining the Department's Manual Control Book; developing audit methodology and performing financial audits.
Budget Administration -- Administering an annual budget of $4.1, including budget revisions; performing review, analysis and correction of annual budget and appropriations; preparing budget entries and carryovers; and analyzing, monitoring and reviewing revenues and expenditures with adopted and revised budget to identify or resolve overspending problems.
System Management -- Maintaining SFMS general ledger tables and reporting structure for CIP funds; and coordinating the setting-up and closing of SFMS funds, accounts and projects.

The PDQ also described this position as having responsibility for assigning and reviewing the work performed by an Accounting Technician position in the areas of accounts payable, billing and fixed assets systems as they relate to CIP project activity; providing accounting support, training and advice to management and staff, including the proper use of the chart of accounts to maintain consistency and reliability of accounting information; and monitoring, approving and finalizing output from tasks/projects independently assigned to staff.

NOTE: For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaire (PDQ), dated 9/12/95 and submitted for purposes of this review.

Background:
The DAS Skills based Pay Pilot Program was designed to compensate DAS employees for the acquisition of skills deemed particularly valuable to the department. DAS identified two groups of employees, one in Financial Planning and one in Management Planning who would be appropriate candidates for the pilot. An inter-departmental committee developed three skill sets, one for the Financial Planning group, one for the Management Planning group and one that was common to both groups. For each skill identified by the committee, a number of discrete levels were distinguished and descriptors for each of the levels were developed. Once the skills sets were completed, DAS and Personnel wrote an ordinance that implemented the pilot and successfully moved it through the City Council to be enacted into legislation as Ordinance #117240, signed by the Mayor on August 2, 1994.

According to the provisions of the ordinance the intended life span of the pilot project was three years from the date of implementation,and will conclude June 30, 1997. The following review, analysis and recommendation is based on the duties and responsibilities reflected in the Position Description Questionnaire for allocation to become effective 7/1/97.

Analysis:
Based on the above information, the duties and responsibilities of the subject position were compared to the class specifications for Accountant and Finance Analyst.

The class specification for Accountant describes positions that perform professional accounting functions and tasks. Positions allocated to this title audit, monitor, research and recommend revisions to accounting procedures and operations; and perform and coordinate the maintenance and production of accounting reports and records; and ensure compliance with established accounting procedures and practices.

On the other hand, the class specification for Finance Analyst describes positions that coordinate and participate in the preparation and defense of a division or department's budget or financial management of a multi-department grant or capital program. Positions allocated to this title conduct research and analysis of financial issues; assist in preparing financial reports, expenditure and status reports; and provide fiscal and budgetary controls over capital projects, grants and/or operating budgets.

Recommendation:
Therefore, based on the above evaluation, we conclude that the preceding duties statement indicates that Position No 016514 fulfills the basic conditions requisite for allocation to the Finance Analyst classification, and further recommend that the subject position be allocated to that title. The effective date of this action should be July 1, 1997 which reflects the date the position completes its participation in the Department's Skills Based Pay Pilot Program.

CITY OF SEATTLE
EXECUTIVE SERVICES DEPARTMENT
PERSONNEL DIVISION

CLASSIFICATION DETERMINATION REPORT

Date: May 27, 1997 **Report No.:** 97- 1281

POSITION IDENTIFICATION

Department: City Light, Executive Services

Classification Title: Architectural Project Coordinator

Ordinance Title: Architectural Project Coordinator

Position Number: See Exhibit A **Current Salary:** $22.08 - 25.70

Bargaining Unit: 030 **Range:** 35.5A

Remarks:

RECOMMENDED ACTION

Classification Title: Building Project Coordinator

Ordinance Title: Building Project Coordinator

Bargaining Unit: 030 **Recommended Salary:** $22.08 - 25.70

Legislation Required: Yes **Range:** 35.5A

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: No change in status

[ ] **Regular** [ ] **Probationary** [ ] **Temporary** *(exam required)*

Authority: Personnel Rule

[X] 2.3.100; [ ] 2.3.200; [ ] 2.3.300

Remarks:

Recommended: CF for Team 1 Classification/Compensation Analyst(s)

Approved: Edie Jorgensen Classification/Compensation Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

This review recommends a change in the title of class specification #7000604 from *Architectural Project Coordinator* to *Building Project Coordinator.*

This review was conducted to investigate and address concerns over the current title of this classification. These concerns were raised by the Ethics Investigator of the Seattle Ethics and Elections Commission, and stem from RCW 18.08.310, relating to "registration or authorization to practice" architecture; and RCW 18.08.320, which contains definitions relating to the "practice of architecture." According to the Ethics Investigator's interpretation of these RCW sections, there is a problem in using the words "architect" or "architectural" in a situation that purports to practice architecture when in fact the individual performing the duties is not a registered or authorized architect.

When the issue of this title was initially raised, we investigated the two budgeted Architectural Project Coordinator positions at City Light and found that they were not expected to perform work that fit the criteria of the RCW. However, our investigation was limited to the written position descriptions on file for City Light (both of these positions were vacant at the time they were classified to Architectural Project Coordinator). After the issue was again raised by the Ethics and Elections Commission staff, we found that the duties occasionally performed by other positions in the Architectural Project Coordinator class might seem to be duties which some people might perceive as the practice of architecture. Further, it is our understanding that some incumbents in this class might possess an architectural license. A degree in architecture or certification to practice architecture are not absolute requirements of the class of Architectural Project Coordinator; and, while some of the duties of the class may be perceived as architectural in nature, the basic class concept is not that of a licensed, degreed, practicing architect.

Since the current class title of Architectural Project Coordinator may pose problems of legality if or when certain duties may be performed by the incumbents of positions in the class, we are changing the title of the class (and the positions allocated to it) to Building Project Coordinator, effective as of the date of this report (May 27, 1997).

This change is <u>only</u> in the title of the class specification; there are no other changes to the class specification, and the salary will remain the same. This was not a review of individual positions. All positions currently allocated to Architectural Project Coordinator will be allocated to Building Project Coordinator. The status, service credit, and salary level of each incumbent listed on Exhibit A remain unchanged, and continue uninterrupted under the changed title.

CITY OF SEATTLE
EXECUTIVE SERVICES DEPARTMENT
PERSONNEL DIVISION

EXHIBIT A
TO
CLASSIFICATION DETERMINATION REPORT NO. 97-1281

RECOMMENDED CLASSIFICATION TITLE:
BUILDING PROJECT COORDINATOR

RECOMMENDED SALARY:
Range 35.5A

Effective Date: 5/27/97

Incumbent		**Dept**	Executive Services
Position No.:	016517	**Current Salary:**	22.08 - 25.70
Current Class Title:	Architectural Project Coordinator	**Range:**	35.5A
Ordinance Title:	Architectural Project Coordinator	**Recommended BU Code:**	030
Current Standing	Architectural Project Coordinator	**Status**	Regular
Rec Standing	Building Project Coordinator	**Rec Status**	Regular

Authority: Personnel Rule No. 2.3.100

Remarks: Title change only. No change in status.

Incumbent		**Dept**	Executive Services
Position No.:	020283	**Current Salary:**	22.08 - 25.70
Current Class Title:	Architectural Project Coordinator	**Range:**	35.5A
Ordinance Title:	Architectural Project Coordinator	**Recommended BU Code:**	030
Current Standing	Architectural Project Coordinator	**Status**	Regular
Rec Standing	Building Project Coordinator	**Rec Status**	Regular

Authority: Personnel Rule No. 2.3.100

Remarks: Title change only. No change in status.

Incumbent		**Dept**	Executive Services
Position No.:	021319	**Current Salary:**	22.08 - 25.70
Current Class Title:	Architectural Project Coordinator	**Range:**	35.5A
Ordinance Title:	Architectural Project Coordinator	**Recommended BU Code**: 030	
Current Standing	Architectural Project Coordinator	**Status**	Regular
Rec Standing	Building Project Coordinator	**Rec Status**	Regular

Authority: Personnel Rule No. 2.3.100

Remarks: Title change only. No change in status.

Incumbent		**Dept**	Executive Services
Position No.:	023572	**Current Salary:**	22.08 - 25.70
Current Class Title:	Architectural Project Coordinator	**Range:**	35.5A
Ordinance Title:	Architectural Project Coordinator	**Recommended BU Code**: 030	
Current Standing	Architectural Project Coordinator	**Status**	Regular
Rec Standing	Building Project Coordinator	**Rec Status**	Regular

Authority: Personnel Rule No. 2.3.100

Remarks: Title change only. No change in status.

Incumbent		**Dept**	City Light
Position No.:	012478	**Current Salary:**	22.08 - 25.70
Current Class Title:	Architectural Project Coordinator (budgeted position)	**Range:**	35.5A
Ordinance Title:	Interior Design Services Supervisor ilo Architectural Project Coordinator	**Recommended BU Code**: 030	
Current Standing	Interior Design Services Supervisor	**Status**	Probationary
Rec Standing	Interior Design Services Supervisor	**Rec Status**	Probationary

Authority: Personnel Rule No. N/A

Remarks: Title change applies to the budgeted position. In-lieu-of fill as Interior Design Services Supervisor is not affected by this action.

Incumbent	Vacant	**Dept**	City Light
Position No.:	012852	**Current Salary:**	22.08 - 25.70
Current Class Title:	Architectural Project Coordinator	**Range:**	35.5A
Ordinance Title:	Architectural Project Coordinator	**Recommended BU Code:** 030	
Current Standing	N/A (vacant)	**Status**	N/A
Rec Standing	N/A	**Rec Status**	N/A

Authority: Personnel Rule No. 2.3.100

Remarks: Title change only. No change in status.

CITY OF SEATTLE
PERSONNEL DIVISION

CLASSIFICATION DETERMINATION REPORT

Date: May 29, 1997 Report No.97-1284

POSITION IDENTIFICATION

Department: Executive Services (DAS)
Classification Title: unclassified
Ordinance Title: Finance Analyst - DAS
Position Number: 011287
Bargaining Unit: 030 **Current Salary: $22.88 (Range: NA)**

RECOMMENDED ACTION

Classification Title: Finance Analyst, Senior
Ordinance Title: Finance Analyst, Senior
Legislation Required: Yes
Bargaining Unit: 030 **Recommended Salary: $22.08 - 25.70 (Range: 35.5A)**
Remarks: ***See next page for pertinent allocation information.***

INCUMBENT STATUS

Incumbent:
Current Standing: Finance Analyst - DAS
Recommended Standing: Finance Analyst, Senior
In recommended standing, incumbent status is:

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

Remarks: See next page for pertinent allocation information.

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

Position Identification and Source of Request:

Position # 011287 is located in the Information Technology Division of the Executive Services Department. The position is currently a part of the Department's Skills Based Pay Pilot Program which is scheduled for completion on June 30, 1997 (detailed information is included in the Background section of this report). This current review is the result of reorganization and merger of the former Administrative Services Department with Personnel and Finance Departments to form the new Executive Services Department; and for the purpose of allocating the subject position to the appropriate classification at the culmination of the Skills Based Pay Pilot Program to become effective 7/1/97.

Position History:

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

Scope of Review

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

- The Position Description Questionnaire (PDQ) submitted for this review;
- An informational meeting with the division's Human Resources Rep.;
- The class specifications for Senior Budget Analyst (#2001505) and Senior Finance Analyst (#2003505);
- Team Two's review/analysis of subject position information;
- Comparison to similar positions;
- Review of the organizational charts affecting the subject position; and,
- Position history records and related classification files.

Summary of Work

As described in the PDQ, the essential purpose of the position is to perform a wide range of high level analytical tasks on financial and budgetary issues for the Information Technology Division; coordinate and lead in the preparation and development of the division's operating budget; oversee financial and budgetary reporting and monitoring activities; and conduct financial and budgetary analysis on impacts and implications, or operational changes.

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

Background:

The DAS Skills based Pay Pilot Program was designed to compensate DAS employees for the acquisition of skills deemed particularly valuable to the department. DAS identified two groups of employees, one in Financial Planning and one in Management Planning who would be appropriate candidates for the pilot. An interdepartmental committee developed three skill sets, one for the Financial Planning group, one for the Management Planning group and one that was common to both groups. For each skill identified by the committee, a number of discrete levels were distinguished and descriptors for each of the levels were developed. Once the skills sets were completed, DAS and Personnel wrote an ordinance that implemented the pilot and successfully moved it through the City Council to be enacted into legislation as Ordinance #117240, signed by the Mayor on August 2, 1994.

According to the provisions of the ordinance the intended life span of the pilot project was three years from the date of implementation, and will conclude June 30, 1997. The following review, analysis and recommendation is based on the duties and responsibilities reflected in the Position Description Questionnaire for allocation to become effective 7/1/97.

Analysis:

Based on the above information the duties and responsibilities of the subject position were compared to the class specifications for Senior Budget Analyst and Senior Finance Analyst for the purpose of determining the appropriate classification.

The class specification for Senior Budget Analyst describes positions that research and analyze issues and prepare reports and policy recommendations for the Mayor, City Council, and OMB management; analyze large and/or complex departmental budgets and formulate recommendations on resource allocations.

The class specification for Senior Finance Analyst describes positions that coordinate and lead in the development, preparation, defense and monitoring of division/department operating budgets or capital improvement project budgets or financial management of grants and/or capital programs. Positions allocated to this title conduct financial research and analysis on financial/budgetary impacts and implications, and policy or operational changes; and oversee financial/budgetary reporting and monitoring activities.

The result of this review concludes that the preceding duties statement indicates that position #011287 fulfills the basic conditions requisite for allocation to the Senior Finance Analyst classification.

Recommendation:

Therefore, based on the above evaluation, it is our recommendation that position #011287 be reclassified to Senior Finance Analyst, effective July 1, 1997, which reflects the date the position completes its participation in the Department's Skills Based Pay Pilot Program.

CITY OF SEATTLE
PERSONNEL
DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: 1/24/97 **Report No.:** 95-921

POSITION IDENTIFICATION

Department: Parks and Recreation

Classification Title: Recreation Leader

Ordinance Title: Recreation Leader

Position Number: See Exhibit A (6 positions)

Bargaining Unit: 027 **Current Salary:** $ 10.39 - 16.68

RECOMMENDED ACTION

Classification Title: Recreation Program Specialist

Ordinance Title: Recreation Program Specialist

Bargaining Unit: 004

Legislation Required: Yes **Recommended Salary:** $15.94 - 18.55 **(Range:** 27.0A)

Remarks See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent: See Exhibit A (6 positions)

Current Standing:

Recommended Standing:

In recommended standing, incumbent status is: See Exhibit A

[ ] **Regular** [ ] **Probationary** [ ] **Temporary** (exam required)

Authority: Personnel Rule

[ ] **2.3.100** [ ] **2.3.200** [ ] **2.3.300**

Remarks:

Recommended: Team 1 CF Classification/Compensation Analyst

Approved: Edie Jorgensen Classification/Compensation Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

This review was conducted by a team of Classification/Compensation Analysts consisting of SharonLee Nicholson, Jimmy Woo, and Curt Funk. The report was prepared by Curt Funk. For internal reference and tracking, this report covers the following Class/Comp request numbers (corresponding position numbers are shown in parentheses):

2 (017912); 3 (018393); 4 (017901); 5 (017911); 301 (018394); 921 (023924).

Source of Request/Position Identification:

These positions were reviewed as a result of a work out-of-class grievance filed by Local 1239, by letter dated 1/20/95. The grievance claims that the six subject positions, currently classified as Recreation Leader, should be reclassified to Recreation Program Specialist. The grievance and a group Position Description Questionnaire (PDQ) were transmitted to Class/Comp on 1/26/95. Following a review of the written materials available, Class/Comp concluded that the group PDQ was not appropriate for this review, because of evidence pointing out that the six grieved positions were not performing identical duties. Class/Comp requested individual PDQs describing each of the positions. These individual PDQs were received in Class/Comp 10/18/96.

The positions are in the Senior Adult unit of the Recreation Programs section of the Citywide Recreation Services Division of the Parks and Recreation Department. The positions plan, develop, and conduct programs of recreational activities for older adults.

Position History:

A complete history of these positions may be found in the Personnel Records Unit.

Scope of Review:

Review of these positions consisted of the following:

- Position Description Questionnaires (PDQs) submitted for this review;
- Class Specification No. 3202004 (Recreation Program Specialist);
- Class Specification No. 3200504 (Recreation Leader);
- Position file contents;
- Comparison to potentially similar positions;
- Stakeholders' meeting with the positions' immediate supervisor (Recreation Program Coordinator) and second-line supervisor (Recreation Programs Manager [ordinance title Manager VI]).
- Corroboration among a team of Classification/Compensation Analysts

Summary of Work

These positions plan, organize, coordinate, and conduct specialized recreational programs and activities for senior adults. The responsibilities of the unit are Citywide, with specific areas or functions assigned to each of these six positions. For a complete listing of the subject

positions' responsibilities, see the Position Description Questionnaires (PDQs) submitted for this review and included in the position files.

Analysis

Two of these positions (#s 018393 and 023924) work in Seattle Housing Authority (SHA) facilities. The other four positions are known as "Community Recreation Leaders," and are responsible for all senior adult programs in an assigned geographic district.

Each of the two SHA positions is assigned to two specific SHA buildings. (These are high-rise rental facilities for low-income seniors.) The Recreation Leader is assigned to develop and conduct the recreation programs at each building for two to three years, then moves on to another SHA building to design programs there. These Recreation Leaders go alone to their assigned buildings, meet with residents and resident groups, and determine needs and preferences for recreation programs in the building. As some of the residents may be isolated or withdrawn, there is considerable outreach and some counseling involved. The SHA Recreation Leaders set up the programs and classes; they teach or lead some classes (depending on the talents of the individual employee); and they recruit and contract for outside instructors and volunteers. The work is performed independently and almost totally "in the field;" the only office time is a bi-weekly staff meeting. Otherwise, all work (including paperwork) is conducted at the SHA facility.

Each of the four "Community" Recreation Leaders is responsible for all senior adult recreation programs in an assigned geographic area. (Two Community Recreation Leaders are in the North area, one in Central, and one in South.) Each Community Recreation Leader is stationed at a community recreation center, but does not report to the recreation center staff; like the SHA Recreation Leaders, the community Recreation Leaders report to the Recreation Program Coordinator who is located in a separate administration building. Direct contact with the supervisor is minimal, mainly consisting of the bi-weekly staff meeting. Although located at one recreation center, the community Recreation Leaders are responsible for senior programs occurring at all centers within the assigned area. These four positions recruit and hire volunteers and recreation instructors, write grants, and conduct their own classes.

While the duties differ among the six positions, and among the two groups (Community and SHA), all the positions share a mix of direct client contact and coordination responsibilities. The direct client contact includes disturbed individuals who may have alcohol, psychiatric, and/or severe medical problems. The coordination includes community outreach and recruitment/hiring of volunteers and instructors. We find these duties to be beyond the scope of the Recreation Leader classification. Recreation Leaders plan and coordinate activities and events, and conduct the events; while the chief responsibility of the subject positions is to plan and coordinate programs. The subject positions' degree of community outreach and recruitment of instructors and volunteers, combined with their considerable level of independence, is well beyond the level of Recreation Leader. These factors are, however, consistent with the class of Recreation Program Specialist. Positions in the class of Recreation Program Specialist plan, develop, and coordinate recreational services for specialized populations citywide, including senior adults; assign and monitor the work of volunteers; and meet with neighborhood and community groups. The duties described on the Recreation

Program Specialist class specification are consistent with those performed by the subject positions.

Recommendation:

Based on the above, the review team recommends these positions be reclassified to Recreation Program Specialist. The effective date should be, December 21, 1994, which is 30 calendar days prior to the initial filing of the grievance.

CITY OF SEATTLE
EXECUTIVE SERVICES DEPARTMENT
PERSONNEL DIVISION

EXHIBIT A
TO
CLASSIFICATION DETERMINATION REPORT NO. 95-921

RECOMMENDED CLASSIFICATION TITLE
Recreation Program Specialist

RECOMMENDED SALARY:
$15.94 - 18.55 (Range 27.0A)

Incumbent		**Dept**	Parks
Position No.:	018393	**Current Salary:**	$10.39 - 16.68
Current Class Title:	Recreation Leader	**Range:**	
Ordinance Title:	Recreation Leader	**Recommended BU Code:**	004
Current Standing	Recreation Leader	**Status**	Regular
Rec Standing	Recreation Program Specialist	**Rec Status**	Temporary

Authority: Personnel Rule No. 2.2.200(C)

Remarks:

Incumbent	VACANT	**Dept**	Parks
Former Incumbent			
Position No.:	017912	**Current Salary:**	$10.39 - 16.68
Current Class Title:	Recreation Leader	**Range**	
Ordinance Title:	Recreation Leader	**Recommended BU Code:**	004
Current Standing	N/A - Vacant	**Status**	N/A
Rec Standing	N/A	**Rec Status**	N/A

Authority: Personnel Rule No. - N/A

Remarks:

Incumbent		**Dept**	Parks
Position No.:	017901	**Current Salary:**	$10.39 - 16.68
Current Class Title:	Recreation Leader	**Range:**	
Ordinance Title:	Recreation Leader	**Recommended BU Code:**	004
Current Standing	Recreation Leader	**Status**	**Regular**
Rec Standing	Recreation Program Specialist	**Rec Status**	Temporary

Authority: Personnel Rule No. 2.2.200(C)

Remarks:

Incumbent		**Dept**	Parks
Position No.:	017911	**Current Salary:**	$10.39 - 16.68
Current Class Title:	Recreation Leader	**Range:**	
Ordinance Title:	Recreation Leader	**Recommended BU Code:**	004
Current Standing	Recreation Leader	**Status**	Regular
Rec Standing	Recreation Program Specialist	**Rec Status**	Temporary

Authority: Personnel Rule No. 2.2.200(C)

Remarks:

Incumbent	VACANT	**Dept**	Parks
Former Incumbent			
Position No.:	018394	**Current Salary:**	$10.39 - 16.68
Current Class Title:	Recreation Leader	**Range:**	
Ordinance Title:	Recreation Leader	**Recommended BU Code:**	004
Current Standing	N/A - Vacant	**Status**	N/A
Rec Standing	N/A	**Rec Status**	N/A

Authority: Personnel Rule No. - N/A

Remarks:

Incumbent		**Dept**	Parks
Position No.:	023924	**Current Salary:**	$10.39 - 16.68
Current Class Title:	Recreation Leader	**Range:**	
Ordinance Title:	Recreation Leader	**Recommended BU Code:**	004
Current Standing	Recreation Leader	**Status**	**Regular**
Rec Standing	Recreation Program Specialist	**Rec Status**	Temporary

Authority: Personnel Rule No. 2.2.200(C)

Remarks:

CITY OF SEATTLE
EXECUTIVE SERVICES DEPARTMENT
PERSONNEL DIVISION

CLASSIFICATION DETERMINATION REPORT

Date: February 28, 1997 **Report No.:** 96-903

POSITION IDENTIFICATION

Department: Parks and Recreation

Classification Title: Assistant Gardener

Ordinance Title: Gardener, Assistant

Position Number: 13 positions; See Exhibit A **Current Salary:** 13.01, 13.47, 14.00

Bargaining Unit: 019 **Range:** 19.5C

Remarks:

RECOMMENDED ACTION

Classification Title: Gardener

Ordinance Title: Gardener

Bargaining Unit: 019 **Recommended Salary:** 14.51, 15.05, 15.66

Legislation Required: Yes **Range:** 22.5C

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: See Exhibit A

[ ] **Regular** [ ] **Probationary** [ ] **Temporary** *(exam required)*

Authority: Personnel Rule See Exhibit A

[ ] 2.2.200(A); [ ] 2.2.200(B); [x] 2.2.200(C)

Remarks:

Recommended: Team 1 Classification/Compensation Analyst(s)
Approved: Edie Jorgensen Classification/Compensation Supervisor
Lidia Santiesteban Classification/Compensation Director
Sarah Welch Personnel Director

These positions were reviewed by Class/Comp Team 1, consisting of Classification/Compensation Analysts James Woo, SharonLee Nicholson, and Curt Funk. Curt Funk prepared the following report.

Position Identification and Source of Request

The 13 positions identified on Exhibit A were reviewed pursuant to a Step 3 Grievance (Work Out of Class Reclass--Grievance #95-12) filed by Local 1239 on behalf of Assistant Gardeners in the Parks, Engineering (now Transportation) and City Light Departments. The grievance was originally filed February 21, 1995. The grievance was officially transmitted to Classification/Compensation from Labor Relations via memo dated August 28, 1996, following receipt of PDQs by Labor Relations. A package of Position Description Questionnaires (PDQs) for positions in all three departments was received in Class/Comp on September 5, 1996.

The grievance identified two positions in City Light, five in the Engineering (now Transportation) Department, and 18 in the Parks Department. As of this writing, PDQs have not been received for one City Light position (#013923) and from five Parks positions (#s 009890, 009879, 024899, 022345, and 024706). This current report makes a recommendation on the 13 Parks positions for which PDQs have been received; Report #96-901 covers the one City Light position for which we have a PDQ; and Report #96-902 covers the five Engineering/Transportation positions.

The last page of this report contains a table showing the 13 Parks Department positions affected by this review. This table may be used for reference in terms of identifying work units, supervisors, and PDQ signatories for the individual positions.

Scope of Review

This review included:

- Position Description Questionnaires completed by incumbents;
- Position Record Cards for all positions;
- HRIS Employee Data for incumbents;
- Correspondence between Local 1239 and City Labor Relations associated with Grievance No. 95-12;
- Class Specifications for Assistant Gardener (#9100003) and Gardener (#9100004);
- Meetings and telephone conversations with the respective Parks Resources Managers of the North, Central, and South divisions, and the Zoo Operations/Visitor Services Manager;
- Meeting with the Grounds and Facilities Supervisor at the Zoo;
- Meeting with a Senior Gardener at the Volunteer Park Conservatory and Greenhouse;
- Job audits (interviews) with incumbent Assistant Gardeners representative of work being performed at the Zoo, at the Volunteer Park Conservatory and Greenhouse, and in the geographic districts;
- Telephone conversations and other exchange of information with Parks Department Human Resources staff;

- Other classification information related to the grievance that is internally available.

Summary of Work

Appropriately, individual PDQs (as opposed to group PDQs) were submitted for each position in this review. All of these positions perform gardening work including planting, cultivating, transplanting, fertilizing, watering, and other general care of trees, plants, and/or shrubs.

Because of the length of time between the filing of the grievance and our receipt of the PDQs, and because not all of the PDQs were signed off by management, we met with the managers of the Zoo and the North, Central, and South Districts to ensure that the PDQs are current and accurate. We distributed copies of the PDQs to the managers (with an updated list showing incumbent changes), and asked the managers for comments and confirmation of the duties. There were no comments or substantive changes on the PDQs that affected the outcome of this review. (Some of the positions have had FTE changes since the filing of the grievance, but reportedly the duty mix remained essentially the same.)

There are three general kinds of work environments for the positions in this review. The six positions at the Zoo focus primarily on plants used in Zoo exhibits and animal environments (with individual variations and specialization among some positions); the six positions in the North, Central, and South Districts perform general gardening work in City parks; and the one position in the Citywide Division works in the greenhouse and Conservatory at Volunteer Park. Despite these different work environments and the individual variations among positions, the conclusion of this report can apply to all 13 positions (with an effective date exception for one position, as will be discussed below).

Analysis

A review of the class specifications for Assistant Gardener and Gardener indicates that both classes perform gardening work and are responsible for the general care of flowers, shrubs, trees, lawns and other plant materials and landscaped areas. Differences occur in supervision received, potential for lead responsibility, and licensing for, and use of, pesticides. These differences may be summarized in the following table. (We distributed and discussed this table in the meetings with the managers.)

ASSISTANT GARDENER	GARDENER
Entry level, "semi-skilled" work	Journey level, "skilled gardening and landscaping activities"
Close supervision	General supervision
"Basic knowledge of methods, materials, procedures, tools, and equipment"	"Knowledge of standard methods, materials, procedures, tools, and equipment"
"Assists in the propagating, planting, cultivating, watering, and fertilizing of flowers, plants, shrubs, trees . . ."	"Transplants and prunes trees and shrubs"; maintains planting beds; transplants sod; etc. (see bullets 1 & 2)
"Under supervision, operates spray equipment to apply herbicides and pesticides"	"Applies pesticides. Sprays trees and shrubs; directs the operation of spraying equipment." Pesticide license required after appointment
	Repairs irrigation systems
	Leads small group of asst. gardeners, laborers, and volunteers. Provides training to asst. gardeners
	"Works on landscape construction, landscape maintenance, street tree planting, or maintenance crews"

Two areas of distinction between the class specifications of Assistant Gardener and Gardener are leading the work of others, and applying pesticides. Based on our interviews, it seems that in general practice, if there is a group of temporary Assistant Gardeners to be led, Gardeners will perform the lead work. There are some instances of Assistant Gardeners leading small (three or fewer) groups of volunteers or intermittent employees, but in general most lead work is done by Gardeners, or else Assistant Gardeners may perform the lead work on an out-of-class basis. For pesticide application, the independent spraying of pesticides will generally be done by Gardeners (the Gardener class requires a pesticide license); Assistant Gardeners may spray some items under supervision, or (if licensed) may work out-of-class to apply pesticides.

However, the two duties of lead work and pesticide application are not the key determiners of the conclusion of this report; these two duties make up a relatively minor percentage of time among most Gardeners in Parks. The distinguishing characteristics that are the key determiners of this review are (a) degree of supervision received and (b) the level of duties being performed.

(A) Degree of supervision received: With a distinguishing characteristic of "close" vs. "general" supervision, one could argue that a position would appropriately be an Assistant Gardener if it functioned as part of a crew under the lead of a Gardener, or if the work of the position were monitored or frequently checked. However, such is not

the case; the 13 positions in this grievance all function with a level of independence commensurate with the Gardener class.

(B) Level of duties performed: Similarly, with a distinguishing characteristic of entry-level or "semi-skilled" work vs. journey-level or "skilled" work, one could argue that a position would appropriately be an Assistant Gardener if it performed duties that were more basic or routine than those of Gardeners. Again, however, this is not the case. Although there are significant variations among the subject positions as noted above, our review concludes that the duties of all these positions are full-fledged, journey-level duties that are indistinguishable from Gardener duties. In some work areas, there could be some basic duties appropriate to the Assistant level, such as routine scheduled watering, basic planting, or basic grounds maintenance. However, with one exception noted below (position #024377 up to 7/5/96), we found no evidence of any of the subject positions performing such routine or entry-level duties. Based on the PDQs and the managers' comments, the work done by the Assistant Gardeners in this review is generally not distinguishable from the work done by the class of Gardener.

In conclusion: lead work and pesticide application do not constitute enough of the work of the Gardener class to make either duty a "gatekeeper" to the Gardener class -- in other words, one can <u>not</u> say that if a position does <u>not</u> lead others, it cannot be a Gardener; nor can one say that if a position does <u>not</u> apply pesticides , it cannot be a Gardener. The major issue in this review is the fact that in terms of two key distinguishing characteristics between the classes -- degree of supervision and level of duties performed -- there is no distinction between the subject positions and the class of Gardener. The subject positions do not work under "close" supervision, nor do they perform "entry-level" work.

Recommendation

Our review concludes that all 13 positions identified on Exhibit A are currently performing duties commensurate with the Gardener classification, and we recommend reclassification to Gardener. Our review concludes that 12 of those positions have been performing duties at that level since the filing of the grievance. Therefore, for those 12 positions, in accordance with Paragraph No. 20.5 of the Agreement between the City of Seattle and the Joint Crafts Council, the effective date of this recommendation is January 22, 1995, 30 days prior to the date Grievance #95-12 was filed. There is no identifiable date on which these duties began (such as a reorganization), so the Employee Status shown on Exhibit A is based on a gradual accretion of duties.

For position #024377, we also recommend reclassification to Gardener, but with an effective date of January 1, 1997. The PDQ for this position that was filled out by the initial grievant describes a limited body of work that definitely does not warrant reclassification to Gardener. Our review confirmed that for the incumbency of the initial grievant, the duties assigned to the position were limited in nature and scope, and were at the Assistant Gardener level, with elements of Laborer and Janitor duties.

Accordingly, we recommend that position 024377 remain classified as Assistant Gardener as of 1/22/95.

The initial grievant vacated the position (retired) on 7/5/96, and the position remained vacant through 12/31/96. The current incumbent transferred from position 009888 (which is being reclassified to Gardener in this review) to 024377 on 1/1/97. The current incumbent has completed a PDQ describing the duties now being performed by 024377, and the Senior Gardener at the Conservatory has confirmed that these are the duties now assigned to the position. Based on this information as well as our audit of this position, we recommend that position 024377 be reclassified from Assistant Gardener to Gardener effective 1/1/97.

CITY OF SEATTLE
EXECUTIVE SERVICES DE..ARTMENT
PERSONNEL DIVISION

EXHIBIT A
TO
CLASSIFICATION DETERMINATION REPORT NO. 96-903

RECOMMENDED CLASSIFICATION TITLE: GARDENER

RECOMMENDED SALARY: 14.51, 15.05, 15.66 (Range 22.5C)

Incumbent	Vacant	**Dept**	Parks and Recreation
Position No.:	009885	**Current Salary:**	13.01, 13.47, 14.00
Current Class Title:	Assistant Gardener	**Range:**	19.5C
Ordinance Title:	Gardener, Assistant	**Recommended BU Code:**	019
Current Standing	N/A	**Status**	N/A
Rec Standing	N/A	**Rec Status**	N/A
Authority: Personnel Rule No. N/A			
Remarks:			

Incumbent		**Dept**	Parks and Recreation
Position No.:	009887	**Current Salary:**	13.01, 13.47, 14.00
Current Class Title:	Assistant Gardener	**Range:**	19.5C
Ordinance Title:	Gardener, Assistant	**Recommended BU Code:**	019
Current Standing	Assistant Gardener	**Status**	Regular
Rec Standing	Gardener	**Rec Status**	Regular
Authority: Personnel Rule No. 2.2.200(B)			
Remarks:			

Incumbent		**Dept**	Parks and Recreation
Position No.:	024377	**Current Salary:**	13.01, 13.47, 14.00
Current Class Title:	Assistant Gardener	**Range:**	19.5C
Ordinance Title:	Gardener, Assistant	**Recommended BU Code:**	019
Current Standing	Assistant Gardener	**Status**	Regular
Rec Standing	Gardener	**Rec Status**	Regular
Authority: Personnel Rule No. 2.2.200(B)			
Remarks: Effective date for reclassification of this position: 1/1/97			

Incumbent		**Dept**	Parks and Recreation
Position No.:	009884	**Current Salary:**	13.01, 13.47, 14.00
Current Class Title:	Assistant Gardener	**Range:**	19.5C
Ordinance Title:	Gardener, Assistant	**Recommended BU Code:**	019
Current Standing	Assistant Gardener	**Status**	Regular
Rec Standing	Gardener	**Rec Status**	Regular
Authority: Personnel Rule No. 2.2.200(B)			
Remarks:			

Incumbent		**Dept**	Parks and Recreation
Position No.:	009882	**Current Salary:**	13.01, 13.47, 14.00
Current Class Title:	Assistant Gardener	**Range:**	19.5C
Ordinance Title:	Gardener, Assistant	**Recommended BU Code:**	019
Current Standing	Assistant Gardener	**Status**	Regular
Rec Standing	Gardener	**Rec Status**	Regular
Authority: Personnel Rule No. 2.2.200(B)			
Remarks:			

Incumbent		**Dept**	Parks and Recreation
Position No.:	009888	**Current Salary:**	13.01, 13.47, 14.00
Current Class Title:	Assistant Gardener	**Range:**	19.5C
Ordinance Title:	Gardener, Assistant	**Recommended BU Code:**	019
Current Standing	Assistant Gardener	**Status**	Regular
Rec Standing	Gardener	**Rec Status**	Regular
Authority: Personnel Rule No. 2.2.200(B)			
Remarks:			

Incumbent	Vacant	**Dept**	Parks and Recreation
Position No.:	009891	**Current Salary:**	13.01, 13.47, 14.00
Current Class Title:	Assistant Gardener	**Range:**	19.5C
Ordinance Title:	Gardener, Assistant	**Recommended BU Code:**	019
Current Standing	N/A	**Status**	N/A
Rec Standing	N/A	**Rec Status**	N/A
Authority: Personnel Rule No. 2.2.200(B)			
Remarks:			

Incumbent		**Dept**	Parks and Recreation
Position No.:	022441	**Current Salary:**	13.01, 13.47, 14.00
Current Class Title:	Assistant Gardener	**Range:**	19.5C
Ordinance Title:	Gardener, Assistant	**Recommended BU Code:**	019
Current Standing	Assistant Gardener	**Status**	Regular
Rec Standing	Gardener	**Rec Status**	Regular
Authority: Personnel Rule No. 2.2.200(B)			
Remarks:			

Incumbent		**Dept**	Parks and Recreation
Position No.:	017450	**Current Salary:**	13.01, 13.47, 14.00
Current Class Title:	Assistant Gardener	**Range:**	19.5C
Ordinance Title:	Gardener, Assistant	**Recommended BU Code:**	019
Current Standing	Assistant Gardener	**Status**	Regular
Rec Standing	Gardener	**Rec Status**	Regular
Authority: Personnel Rule No. 2.2.200(B)			
Remarks:			

Incumbent		**Dept**	Parks and Recreation
Position No.:	015546	**Current Salary:**	13.01, 13.47, 14.00
Current Class Title:	Assistant Gardener	**Range:**	19.5C
Ordinance Title:	Gardener, Assistant	**Recommended BU Code:**	019
Current Standing	Assistant Gardener	**Status**	Regular
Rec Standing	Gardener	**Rec Status**	Regular
Authority: Personnel Rule No. 2.2.200(B)			
Remarks:			

Incumbent		**Dept**	Parks and Recreation
Position No.:	023931	**Current Salary:**	13.01, 13.47, 14.00
Current Class Title:	Gardener I	**Range:**	19.5C
Ordinance Title:	Gardener I	**Recommended BU Code:**	019
Current Standing	Gardener I	**Status**	Regular
Rec Standing	Gardener	**Rec Status**	Regular
Authority: Personnel Rule No. 2.2.200(B)			
Remarks:			

Incumbent		**Dept**	Parks and Recreation
Position No.:	023930	**Current Salary:**	13.01, 13.47, 14.00
Current Class Title:	Assistant Gardener	**Range:**	19.5C
Ordinance Title:	Gardener, Assistant	**Recommended BU Code:**	019
Current Standing	Assistant Gardener	**Status**	Regular
Rec Standing	Gardener	**Rec Status**	Regular
Authority: Personnel Rule No. 2.2.200(B)			
Remarks:			

Incumbent	[illegible]	**Dept**	Parks and Recreation
Position No.:	022235	**Current Salary:**	13.01, 13.47, 14.00
Current Class Title:	Assistant Gardener	**Range:**	19.5C
Ordinance Title:	Gardener, Assistant	**Recommended BU Code:**	019
Current Standing	Assistant Gardener	**Status**	Regular
Rec Standing	Gardener	**Rec Status**	Regular
Authority: Personnel Rule No. 2.2.200(B)			
Remarks:			

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: March 25, 1997 **Report No.:** 97-1159

POSITION IDENTIFICATION

Department: Police

Classification Title: Exempt

Ordinance Title: Administrative Secretary

Position Number: 006333

Bargaining Unit: 030 **Current Salary:** $ 16.57-17.86 (Range:26.0C)

RECOMMENDED ACTION

Classification Title: Exempt

Ordinance Title: Administrative Staff Assistant

Legislation Required: Yes

Bargaining Unit: 030 **Recommended Salary:** $17.53-20.44 (Range: 29.5A)

Remarks See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:

Current Standing: Exempt

Recommended Standing: Exempt

In recommended standing, incumbent status is:N/A

Regular;	Probationary:	Temporary.
[ ] 2.3100;	[ ] 2.3.200;	[ ] 2.3.300.

Remarks:

Recommended: _____ Classification Analyst(s)

Approved: John Pearson _____ Classification Supervisor

Lidia Santiesteban _____ Classification/Compensation Director

Sarah Welch _____ Personnel Director

This position was reviewed as a result of a request from the Chief of Police. Position No.006333 is located in the Office of the Chief of Police. This Office is responsible for the overall leadership of the Police Department.

Scope of Review:

This review consisted of an analysis and evaluation of the subject position by a Classification Supervisor and consisted of the following:

- the Position Description Questionnaire (PDQ) dated 12-23-96
- comparisons of class specifications in the Administrative Staff Assistant 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
- position history records and related classification files.

Background:

According to departmental management, this position is responsible for providing executive and administrative support assistance to the Chief of Police.

Summary of Work

The essential purpose of this position is to provide executive and administrative assistance to the Chief of Police; to serve as a confidential assistant; to organize, research and assemble materials needed for speaking and teaching requests made of the Chief; to disseminate sensitive and confidential information to the Senior Leadership Team, the Mayor's Office, City Council Members, local and national media, local and federal government agencies and business and community leaders; assigns, tracks and reviews correspondence and assignments for the Chief; assigns and coordinates tasks to subordinates and tracks for completion; analyses, researches and either personally responds to or refers to proper agency citizen complaints or questions; manages all aspects of the Chief's office including managing and overseeing a complex filing 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:

In the PDQ submitted with this request the Police Department indicated that they would like this position reclassified to the Executive Assistant level. They cite two reasons for this request . The first has to do with internal inequity created by the recent reclassification of the Administrative Specialist II positions which report to the Assistant Chiefs to Administrative Staff Assistant. The second is that the duties of the subject position have undergone a change since the 1995

reorganization with an increased emphasis on professional level executive assistant type tasks.

At present the Executive Assistant class series consists of four levels; Administrative Staff Assistant, Administrative Staff Analyst, Executive Assistant and Senior Executive Assistant. The class level distinctions between these levels turn largely on the size of the organization and the level of management for which these positions provide executive staff assistance. Each of these classes provides a mix of administrative services, including budget monitoring and preparation, human resource administration, contract administration, public information services, special research projects and office management. For all of these classes except the Administrative Staff Assistant, all of the duties assigned to the position are duties that would be performed by professional level classifications such as Finance Analysts, Personnel Specialists or Grants and Contract Specialists. It is the mixed duty nature of duties assigned to these classes that put them in the Executive Assistant class series rather than in one of these other classifications.

In the case of the Administrative Staff Assistant class, the original class concept has recently been altered. Originally this class was envisioned to provide a mix of professional level duties similar to those described above for a small section or a unit or to a mid level manager. Recently this classification was expanded to include positions that provided a mix of administrative support and staff assistant type duties to a department head or the director of a large division. It was the addition of this latter class level descriptor that made it possible to reclassify the Administrative Specialist II positions that report to the Assistant Chiefs to the Administrative Staff Assistant classification.

Of the four levels in the Executive Assistant series it is only the first, the Administrative Staff Assistant, that allows for a mix of administrative support and secretarial duties along with professional staff assistant research and management type assignments. The subject position is still responsible for most of the administrative support duties typically done by Administrative Secretaries such as keeping the Chief's calendar, doing his scheduling and tracking his correspondence. Given this mix of administrative support and professional duties, the appropriate classification for this position is Administrative Support Assistant.

Recommendation:
Based on the mix of administrative support and professional staff assistant duties assigned to this position the appropriate classification for this position is Administrative Staff Assistant and it is recommended that the position be so reclassified. The effective date for this action should be December 26, 1996, the date that the PDQ was signed.

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: March 28, 1997 **Report No.:** 97-1161

POSITION IDENTIFICATION

Department: Police

Classification Title: Unclassified

Ordinance Title: Employment Specialist

Position Number: 023783

Bargaining Unit: 030 **Current Salary:** $ 16.27-18.92 (Range:27.5A)

RECOMMENDED ACTION

Classification Title: Personnel Specialist

Ordinance Title: Personnel Specialist

Legislation Required: Yes

Bargaining Unit: 030 **Recommended Salary:** $18.55-21.67 (Range:31.0A)

Remarks See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:

Current Standing: Employment Specialist

Recommended Standing: Personnel Specialist

In recommended standing, incumbent status is:

Regular;	Probationary:	Temporary.X
[ ] 2.3100;	[ ] 2.3.200;	[x] 2.3.300.

Remarks:

Recommended: _____ Classification Analyst(s)

Approved: John Pearson _____ Classification Supervisor

Lidia Santiesteban _____ Classification/Compensation Director

Sarah Welch _____ Personnel Director

This position was reviewed as a result of a request from the Police Department. Position No. 023783 is located in the Personnel Services Unit, Personnel Section, Professional Responsibility Bureau of the Police Department. This Unit is responsible for timekeeping, personnel records and several personnel programs.

Scope of Review:

This review consisted of an analysis and evaluation of the subject position by a Classification Supervisor which consisted of the following:

- the Position Description Questionnaire (PDQ) signed January 30, 1997.
- comparisons of class specifications for Employment Program Specialist and Personnel Specialist.
- 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
- position history records and related classification files.

Background:

According to departmental management, this position is responsible for serving as the Americans with Disabilities Act (ADA) Coordinator for the Police Department.

Summary of Work

The essential purpose of this position is , under the general supervision of the Personnel Services Manager, to administer and coordinate the Police Department's response to the requirements of the federal Americans with Disabilities Act and related state and municipal disability laws, policies and procedures. The duties include responding to requests for reasonable accommodation; developing, implementing and administering special disability programs and projects; identifying problems, conducting research, developing recommendations for SPD management on issues related to the ADA. This position also supports departmental recruiting efforts by assisting the Recruiting Officer with applicant information, job fairs, preparing for recruitment campaigns and analyzing statistical Police Officer test scores and preparing statistical reports.

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:

This position was created by a special Police Department ordinance, effective March 1, 1991, as an Employment Specialist. At the time of the position creation it reported to the Police Recruitment Officer and was responsible for a variety of recruitment support activities including responding to job inquiries from job applicants, performing as a liaison to other agencies, providing information,

counseling and assistance to job applicants and assisting the Recruiting Officer at career fairs; collecting and evaluating recruitment and applicant data, analyzing statistical test scores and preparing statistical reports and summaries and assisting in conducting media cost analyses.

On March 21, 1995 the duties of the position radically changed due to a reorganization of the section. At that time a sergeant/detective position which had been performing as the departmental EEO Officer and ADA Coordinator, was transferred to the Internal Investigations Section. When this position was transferred, the ADA portion of its duties were not transferred along with it, and devolved instead on the subject Employment Specialist position. After being given formal training in ADA Coordination, the incumbent had the departmental ADA caseload shifted to her and has since been performing in the capacity of ADA Coordinator.

At the present time the core duties of the incumbent's position relate to ADA Coordination. Fifty per-cent of the position's duties relate to reviewing, investigating and coordinating ADA requests and another thirty per-cent are devoted to conducting research and interpreting a variety of laws, policies, rules and regulations relating to ADA issues and developing projects, programs and solutions to insure that the Seattle Police Department is in compliance with federal, state and municipal regulations and laws regarding disabilities. Only fifteen percent of the position's time is now devoted to assisting the Recruiting Officer with the type of recruiting duties that originally comprised the entire workload of the position.

Given the change in focus for this position that occurred as a result of the above referenced March 1995 reorganization, a change in classification is warranted. The Employment Specialist class revolves around recruitment activities and was appropriate for the way that the former duties of this position were configured. However, the change of core duties to ADA coordination require that the position now be classified as a Personnel Specialist.

The class of Personnel Specialist is the journey level professional class that provides professional level personnel services to departments other than a central personnel agency. Positions in this class investigate and resolve employee and applicant complaints and problems and, in the context of ADA issues, this position is responsible for the investigation and resolution of ADA issues, complaints and requests for reasonable accommodation. Personnel Specialists also develop and apply departmental personnel procedures and interpret and apply internal personnel policies, Personnel Division rules and policies and employment law. As ADA Coordinator for the Police Department, this position is responsible for insuring that the department is in compliance with federal, state and local ADA laws and policies and for the development of internal Police Department policies and procedures related to the treatment of persons with disabilities.

Recommendation:

Based on the change of duties and responsibilities that devolved on this position with the March 1995 reorganization in the Police Department, we recommend that the subject position be reclassified from Employment Specialist to Personnel Specialist. This action should be effective March 21, 1995, the date that the reorganization took place

CITY OF SEATTLE
EXECUTIVE SERVICES DEPARTMENT
PERSONNEL DIVISION

CLASSIFICATION DETERMINATION REPORT

Date: 5/2/97 **Report No.:** 97-1229

POSITION IDENTIFICATION

Department: Seattle Center

Classification Title: Data Processing Systems Analyst

Ordinance Title: Data Processing Systems Analyst

Position Number: 020670 **Current Salary:** $20.19 -$23.59

Bargaining Unit: 034

RECOMMENDED ACTION

Classification Title: Senior Systems Analyst

Ordinance Title: Senior Systems Analyst

Bargaining Unit: 030 **Recommended Salary:** $23.78- $27.73

Legislation Required: Yes **(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:

[X] Regular **[ ] Probationary** **[ ] Temporary** (exam required)

Authority: Personnel Rule

[ ] 2.3.100 **[ ] 2.3.200** **[ ] 2.3.300**

Remarks: Per Article 9.7B of contract between Local 17 and the City of Seattle.

Recommended: Team 1 Classification/Compensation Analyst

Approved: Edie Jorgensen Classification/Compensation Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

This review was conducted by a team of Classification/Compensation Analysts consisting of Sharon Lee Nicholson, Jimmy Woo, and Curt Funk. The report was prepared by Jimmy Woo.

Source of Request/Position Identification:

This position was reviewed as a result of a request from Seattle Center management. They are requesting this position be reclassified to a Senior Systems Analyst. This position is located in Seattle Center's Finance and Resource Management Division's Information Systems Development Section which is responsible for providing professional management of computer resources and technical computer support to the department by the establishment and operation of a local area network; interfacing the LAN to similar networks; hardware and software selection; establishing standards and policies for hardware and software usage, repair and maintenance; and planning for expansion and growth of the department's automated information systems.

Position History:

A complete history of this position may be found in the Personnel Records Unit.

Scope of Review:

Review of this position consisted of analysis of the following:

- Position Description Questionnaire (PDQ) submitted for this review;
- Class Specification Nos. 2100004 Systems Analyst and 2100005 Senior Systems Analyst;
- Position file contents; and
- Corroboration among a team of Classification Analysts

Summary of Work

The primary purpose of this position is to maintain the department's LAN by setting operating standards, ensuring compatibility of equipment and software, providing analysis of current and future network needs and requirements, and troubleshooting technical network problems.

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

Analysis:

Positions allocated within the Systems Analyst class series design, develop, implement and maintain data processing systems; determine the feasibility and practicality of requested services; provide technical advice and support to users in the proper use of hardware and software; and diagnose and remedy failures between hardware, systems

software and application programs. Distinguishing the senior from the journey level analyst is that the senior performs the more complex or technical projects and may serve as a project lead.

The work of the subject position has evolved in order to address the establishment of the department's local area network whereby approximately 55% or more of its time is devoted to LAN implementation and maintenance. Consequently, the level of responsibility with respect to decision making authority and accountability has also increased to a level commensurate with the senior analyst level. The subject position represents the sole systems analyst for the department.

The subject position is responsible for analyzing the impact of requested services and must consider factors including compatibility, conversion, implementation costs, and impact on existing systems and equipment. This position provides the primary analysis for compatibility resolution between the Seattle Center network and other networks, including the City's backbone and commercial systems. Primary responsibility for keeping the LAN on-line resides with this position. In addition, this position serves as the primary decision maker on issues of software selection and development. While this position does not formally supervise, it guides and directs the work of two Programmers responsible for the development, modification and implementation of custom software to support the Center's operations.

Recommendation:

Based on the above duties and responsibilities of this position, the classification of Senior Systems Analyst is recommended. This action is effective March 24, 1997, which represents the date the position description questionnaire was signed and approved.

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: April 15, 1997 | Report No. 96-817

POSITION IDENTIFICATION

Department: Seattle Public Utilities
Classification Title: Senior Cartographer
Ordinance Title: Senior Cartographer
Position Number: 007652
Bargaining Unit: 004 **Current Salary: $19.45 - $22.71 (Salary Range: N/A)**

RECOMMENDED ACTION

Classification Title: Systems Analyst
Ordinance Title: Systems Analyst
Legislation Required: Yes

Rec. Bargaining Unit: 034 **Recommended Salary: $20.19 - $23.59 (Salary Range: N/A)**

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

INCUMBENT STATUS

Incumbent:
Current Standing: Senior Cartographer
Recommended Standing: Systems Analyst

In recomm. standing, incumbent status is: ***Trial Service Period per applicable Union Agreement***

Regular;	**Probationary;**	Temporary.
[ ] 2.3.100;	**[X] 2.3.200;**	[ ] 2.3.300.

Remarks: See next page for pertinent allocation information.

Recommended:	Team 2 I.O.	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 request from Department management. Position No. 007652 is located in the Geographic Systems Unit which provides GIS products and services to a wide range of city, public, and other outside governmental agency customers. The Geographic Systems Unit is also responsible for the maintenance and administration of the City's Central Geographic Data Base.

This request for review is based on the Department's claim that the subject position has assumed additional roles and responsibilities which have become a regular part of the subject position's work, and which are comparable to the work of other positions allocated to the Systems Analyst title.

Position History:

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

Scope of Review

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

- the Position Description Questionnaire (PDQ) dated September 8, 1995;
- an informational meeting with the subject position's incumbent and incumbent's manager;
- the class specification for Senior Cartographer (#7050005) and Systems Analyst (#2100504);
- Team Two's review/analysis of subject position information;
- Comparison to similar positions;
- Review of the organizational charts affecting the subject position; and,
- Position history records and related classification files.

Summary of Work

As described in the PDQ, the essential purpose of the position is to provide leadership and technical support to the Citywide GIS, including Geographic Systems work plan. In addition, this position also provides support to community users and technical staff; and acts as service liaison to City departments, citizens and other public and private agencies.

NOTE: For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaire (PDQ), dated 9/8/95 and submitted for purposes of this review.

Background:

The GIS System is a very large shared project with participants from all of the City's utilities, citizens and other public and private agencies. Management states that during 1995, the Geographic Systems Unit went through a functional reorganization which occurred subsequent to the merging of the former DAS/GIS group with Seattle Engineering Department's GeoSystems Group. This reorganization occurred in response to the changing nature of GIS business functions which have, subsequently, impacted the subject position's duties and responsibilities. Department management and the incumbent both agree that the work of the subject position no longer reflects the work of positions classified as Senior Cartographer, but rather reflects the work of positions classified as Systems Analyst.

Analysis:

Based on the above information the duties and responsibilities of the subject position were compared to the class specifications for Senior Cartographer and Systems Analyst for the purpose of determining the appropriate classification.

The class specification for Senior Cartographer describes positions that direct the activities of subordinates involved in producing, updating, and restoring departmental maps and performing record storage activities. Positions allocated to this title perform detailed drafting using ink or mylar, perform field work for the purpose of locating physical objects and verifying objects shown on records, check and analyze maps for accuracy, and operate a computer terminal for joint automated mapping projects.

The class specification for Systems Analyst describes positions that perform the full range of system design, development, implementation and maintenance activities related to data processing systems. Positions allocated to this title provide technical expertise and software specific knowledge to maximize overall efficiency through the development and use of automated systems as part of continuing and evolving solutions to the achievement of organizational goals.

Prior to the Department's reorganization this position directed the activities of subordinates involved in producing, updating, collecting, creating data, and restoring departmental maps and performing record storage activities, and providing cartographic support to the Joint Automated Mapping Project (JAMP) team. Based on the information meeting with the subject position's incumbent and manager, we discovered that the primary duties of the position are now focused on providing the crucial technical expertise and project leadership which the section needs to meet the demand of its increasingly sophisticated user base, and has the sole responsibility for the Products

and Services Section, which is a 'Customer Service Team' within the Geographic Systems Unit. Specifically, this position independently determines the most appropriate methods and procedures for carrying out assignments, develops database design and implementation methodologies, builds and maintains new GIS applications and new map products, writes codes to automate annual processes of map production and spatial analysis, finds creative techniques to use GIS technology to satisfy the mapping and analysis needs of both City departments and the general public, and provides training/education to City employees as needed.

Based upon the above analysis, we conclude that the subject position's duties more closely resemble the duties outlined in the Systems Analyst class specification which is journey level within the Systems Analyst Group. 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. We also compared the work of this position to that of other Systems Analyst positions within the Department and found them to be similar in scope and complexity.

Recommendation:

Based on the evaluation of the duties and responsibilities of Position #007652, it is our recommendation that the subject position be reclassified to Systems Analyst, effective September 8, 1995, to coincide with the date management signed the PDQ.

CITY OF SEATTLE
PERSONNEL
DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: 4/14/97 **Report No.:** 97-1201

POSITION IDENTIFICATION

Department: Seattle Public Utilities

Classification Title: Systems Analyst

Ordinance Title: Systems Analyst

Position Number: 021616

Bargaining Unit: 034 **Current Salary:** $20.19 - $23.59 **(Range - n/a)**

RECOMMENDED ACTION

Classification Title: Systems Analyst, Senior

Ordinance Title: Systems Analyst, Senior

Bargaining Unit: 030

Legislation Required: yes **Recommended Salary:** $23.78 - $ 27.73 **(Range 37.5A)**

Remarks See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:

Current Standing: Systems Analyst

Recommended Standing: Systems Analyst, Senior

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:

Recommended: Steven Aspiras Senior Classification/Compensation Analyst

Approved: John Pearson Classification/Compensation Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

Source of Request/Position Identification:

This position was reviewed as a result of a Departmental request. Position No. 021616 is located in the Information Technology Division (ITD) of the new Seattle Public Utilities (SPU) that was created in 1997. During the consolidation, the ITD combined portions of SED and SWD. The subject position is formerly from the SWD division that now reflects the consolidation of technology services, including financial systems support and Geographic Information Systems (GIS) support for the direct service area and the watershed.

Position History:

A complete history of this position may be found in the Personnel Records Unit.

Scope of Review:

Review of this position consisted of the following:

- Position Description Questionnaire (PDQ) submitted for this review;
- Class Specification No. 2100005/Systems Analyst, Senior;
- Class Specification No. 2100004/Systems Analyst;
- Comparison to similar positions;
- Organizational charts;
- and position file contents;

Summary of Work

The primary purpose of this position is to provide technical lead, advisory and/or analytical services on Data Processing Projects. The position will be responsible for project planning, scheduling and monitoring, as well as managing the day to day operations of the projects. The work requires working with and/or supervising one or more consultants and subordinate staff and reporting status to Applications Supervisor, management and user groups. The position also actively participates in analytical and development work that includes diagnosing and resolving problems, creation of data models, business documentation, and facilitation of group sessions to define needs and training sessions.

NOTE: *For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaires (PDQs) submitted for this review and included in the position file.*

Analysis:

A Systems Analyst (SA) provides technical support to ensure that the automated aspect of the "system" is functioning optimally both systematically and through the user employing it. SAs perform functions such as writing code, writing formulas, establishing network links through programmatic functions, etc. They apply technical expertise and software specific knowledge to maximize overall efficiency through the development and use of automated systems as part of continuing and evolving solutions to the achievement of organizational goals.

Class Spec No. 210004/Systems Analyst, distinguishes the Senior level from the base level Systems Analysts by the performance of the more complex or technical projects and serving as project leads. They plan, develop, coordinate and analyze data processing systems to determine feasibility and practicality of requested services; diagnose system failures to isolate source of problem between equipment, system software and application programs. Sr. SAs 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 at the senior level also requires considerable knowledge of system design and development practices, concepts and methods.

The duties and responsibilities described in the PDQ submitted for this review are consistent with those outlined on Class Spec No. 2100005/Systems Analyst, Senior. The Class Summary for the Senior level reads: "Positions in this class plan, develop, coordinate and analyze data processing systems to determine feasibility and practicality of requested service; diagnose system failure to isolate source of problem between equipment, system software and application programs; and may coordinate and/or serve as lead to subordinate staff." In comparison, the subject position as previously stated, provides technical lead, advisory and/or analytical services on Data Processing Projects.

SPU management feels an inequity occurred with the increasing need for technology solutions to support its' varied functions. As several utilities merged to form SPU, solutions have grown not only in quantity, but in complexity and scope as several utilities have been merged into one department. By reclassifying this position, SPU will be able to manage DP Projects while reducing the need to hire additional permanent staff or pay increased management fees to consultants.

Recommendation:

Based on evaluation of the duties and responsibilities of position #021616, it is recommended this position be reclassified to Systems Analyst, Senior. This action should be effective March 4, 1997, to coincide with the date management signed the PDQ.

CITY OF SEATTLE
PERSONNEL
DIVISION

CLASSIFICATION DETERMINATION REPORT

Date: 4/18/97 **Report No.:** 97-1231

POSITION IDENTIFICATION

Department:	Seattle Public Utilities	
Classification Title:	Unclassified	
Ordinance Title:	Water Laboratory Assistant	
Position Number:	018322	
Bargaining Unit:	004	Current Salary: $11.16 - $13.01(Range17.5A)

RECOMMENDED ACTION

Classification Title:	Water Laboratory Assistant, Senior	
Ordinance Title:	Water Laboratory Assistant, Senior	
Bargaining Unit:	030	
Legislation Required:	Yes	Recommended Salary:$14.28-$16.57 (Range24.0A)
Remarks	See next page for pertinent allocation information	

INCUMBENT STATUS

Incumbent:

Current Standing: Water Laboratory Assistant

Recommended Standing: Water Laboratory Assistant, Senior

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: Per Article 9.7C of the Local 17 Bargaining Agreement

Recommended: Steven Aspiras Sr. Classification/Compensation Analyst

Approved: John Pearson Classification/Compensation Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

Source of Request/Position Identification:

This position was reviewed as a result of a request from departmental management. The position is located in the Water Quality Division, Regulatory Compliance Section/Resource Management of SPU. This section ensures that Seattle's water meets federal and state water quality regulations.

Position History:

A complete history of this position may be found in the Personnel Records Unit.

Scope of Review:

Review of this position consisted of the following:

- Position Description Questionnaire (PDQ) submitted for this review;
- Class Specification Nos. #7350504/Water Laboratory Assistant and #7350505/Senior Water Laboratory Assistant ;
- Position file contents;
- Comparison to similar positions;
- Review of the organization unit affecting the subject position;
- and related classification files.

Summary of Work

The primary purpose of this position is to monitor treated drinking water to ensure that adequate disinfection has been provided in compliance with the federal Surface Water Treatment Rule. This monitoring program is known as the Contact Time (CT) program, and successful implementation of it requires close coordination with Water Supply and Water Treatment. This position also provides analytical and other support to the Chemistry Unit, including (1) participating in planning and collecting of samples for compliance with the federal Information Collection Rule, and (2) participating in planning for and collecting samples from residential customers for analysis in compliance with the federal Lead and Copper Rule.

NOTE: *For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaires (PDQs) submitted for this review and included in the position file.*

Analysis:

The Water Laboratory class series can be characterized as collecting water samples along assigned routes and in the performance of field analysis cleans and sterilizes lab ware, records test results, and keeps laboratory records. Although Class Specification No. 7350505/Senior Water Laboratory Assistant distinguishes the senior-level by involvement in training new employees on water sample collection and field analysis and hot room equipment operation, it also refers to performing routine bacteriological or

chemical testing, preparing media or stock solutions, performing quality assurance testing and related testing. The Senior level is also required to have conceptual knowledge of water sampling results to interpret data for preparation of reports and for recognizing and correcting potential problems in the process of collecting samples.

The duties and responsibilities described in the PDQ submitted for this review are consistent with those outlined on Class Specification #7350505. The subject position (1) staffs the contact time compliance program -- a program that monitors treated water to ensure adequate disinfectant has been added under varying flow and water quality characteristics -- and to lead the program in the absence of the Water Quality Analyst; (2) performs the more routine analytical procedures in the chemistry lab; (3) collects drinking water samples, including those that require special handling and/or more independent judgment than the routine distribution system (microbiology) sampling; (4) provides support to the Chemistry Unit by preparing sample containers and laboratory reagents; and (5) provides support in organizing the sample collection portion of special projects such as the Lead and Copper Rule residential monitoring.

Recommendation:

Based on evaluation of the duties and responsibilities of position #018322, the appropriate allocation is Water Laboratory Assistant, Senior. This action should be effective February 5, 1997, the date when management identified the duties were assigned.

CITY OF SEATTLE
PERSONNEL
DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: 4/29/97 **Report No.:** 97-1232

POSITION IDENTIFICATION

Department:	Seattle Public Utilities
Classification Title:	Civil Engineer, Associate
Ordinance Title:	Civil Engineer Associate
Position Number:	021181
Bargaining Unit:	034

Current Salary: $22.26 - $25.97

RECOMMENDED ACTION

Classification Title:	Civil Engineer, Senior
Ordinance Title:	Civil Engineer, Senior
Bargaining Unit:	032
Legislation Required:	yes
Remarks	See next page for pertinent allocation information

Recommended Salary: $25.00 - $29.10

INCUMBENT STATUS

Incumbent:

Current Standing: Civil Engineer, Associate

Recommended Standing: Civil Engineer, Senior

In recommended standing, incumbent status is:

[x] Regular [ ] Probationary [ ] Temporary (exam required)

Authority: Personnel Rule

[ ] 2.3.100 [ ] 2.3.200 [ ] 2.3.300

Remarks: Per Article 9.7B.1 of the Local 17 Bargaining Agreement

Recommended: Steven Aspiras Sr. Classification/Compensation Analyst

Approved: John Pearson Classification/Compensation Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

Source of Request/Position Identification:

This position was reviewed as a result of a Departmental request. Position No. 021181, as well as the major project workload, was reassigned from the Water Engineering Division within Engineering Services. The position was transferred to the Resources Development Division within the Resource Management Branch that manages capital improvement projects for SPU. This change was made to co-locate projects affecting the Tolt Program into one division. The division provides project planning services, project management, and technical services for these projects and coordinates extensively with Executive Management, City Council staff, OMP, purveyors, regulatory agencies, and other divisions and branches of SPU.

The position's primary duties on the Tolt Pipeline projects are to manage significant consultant contracts; provide project direction to consultants and in-house staff on technical, administrative, financial, and other issues; monitor the project's schedule and budget, provide briefing materials for senior management, City Council, and OMP briefings; and be the primary project liaison for interactions with regulatory agencies such as the Army Corps of Engineers, Department of Health, Department of Ecology, King County DDES, and the public;

Position History:

A complete history of this position may be found in the Personnel Records Unit.

Scope of Review:

Review of this position consisted of the following:

- Position Description Questionnaire (PDQ) submitted for this review;
- Class Specification Nos.7004504\Civil Engineer, Associate; 7004505\Civil Engineer, Senior; and 7004507\Civil Engineer, Supervisor.
- Position file contents;
- Comparison to similar positions;
- Review of the organization unit affecting the subject position;
- and related classification files.

Summary of Work

The primary purpose of this position is to be responsible for managing large, complex capital improvement projects with significant impacts from and on outside entities, such as purveyors, regulatory agencies, citizens and community groups, environmental groups, tribes, and other local government agencies, etc. The accomplishments of the CIP's under the subject position's management have great influence on the Utility's overall accomplishment rate thereby influencing utility rates and bond sales.

NOTE: *For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaires (PDQs) submitted for this review and included in the position file.*

Analysis:

The Associate Civil Engineer class series can be characterized as serving as project engineer on public works, utilities and service projects; supervising a group of engineers and specialists in the preparation of preliminary and long range plans, estimates and budgets, detailed final construction plans, specifications, special conditions and agreements; coordinating and reviewing the work submitted by consultants; reviewing final plans, specifications, special conditions and agreements and coordinating the work of contractors, affected public agencies and utilities; preparing final reports and estimates; approving contract change orders; and responsibility for carrying out difficult special projects as assigned.

The Senior level is distinguished from the Associate level by its' supervision and/or performing senior-level professional civil engineering work in the planning, design, construction, operation and maintenance of municipal public works, utilities and services projects. Beyond the Senior level a Civil Engineering Supervisor's primary function is to supervise the work of engineers, specialists or other professionals who are engaged in performing the most technically complex, visible and/or high priority projects or programs. In comparison, the subject position does not have any direct subordinates. However, it is responsible for making independent decisions regarding the technical aspects of a complex, major public works project and for being the project lead for resolution of high level, difficult issues that involve outside agencies, executive management, OMP, City Council, and regulatory agencies.

The subject position is the Project Manager for a multi-disciplined, multi-agency, multi-million-dollar Capital Improvement Project. It manages a $2 million consultant contract and a separate $1 million consultant contract for tasks related to design, technical specifications, geotechnical explorations, corrosion protection, environmental assessment, environmental impact statement preparation, environmental mitigation, permitting, easement acquisition, services during construction, and post-construction monitoring and re-evaluation. Overall, the duties and responsibilities described in the PDQ submitted for the subject position are consistent with those outlined on Class Specification #7004505/Senior Civil Engineer. A Washington State professional engineer's license is also required to perform the work of this class.

Recommendation:

Based on evaluation of the duties and responsibilities of position #021181, it is recommended this position be reclassified to Civil Engineer, Senior. This action should be effective August 2, 1996, to coincide with the initial date management verified that the incumbent started managing two large complex consultant contracts.

CITY OF SEATTLE
PERSONNEL
DIVISION

CLASSIFICATION DETERMINATION REPORT

Date: 4/22/97 **Report No.:** 97-1253

POSITION IDENTIFICATION

Department: Seattle Public Utilities

Classification Title: Water Pipe Worker

Ordinance Title: Water Pipe Worker

Position Number: 011824

Bargaining Unit: 008 Current Salary: $16.01 - $ 17.97 (Range n/a)

RECOMMENDED ACTION

Classification Title: Water Pipe Crew Chief

Ordinance Title: Water Pipe Crew Chief

Bargaining Unit: 047

Legislation Required: yes Recommended Salary:$19.65-$22.88(Range 32.5A)

Remarks See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent: vacant

Current Standing:

Recommended Standing:

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: Steven Aspiras Sr. Classification/Compensation Analyst

Approved: John Pearson Classification/Compensation Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

Source of Request/Position Identification:

This position was reviewed as a result of a request from departmental management. Due to time constraints placed on the consolidation/reorganization effort, detailed analysis of the abrogation of a Distribution crew chief position was not possible. The Distribution Section has since provided the Seattle Public Utilities Director additional information that illustrates how past vacancies and temporary reassignments of crew chief positions were accommodated only at the expense of important work activities that went undone. This reclassification requests shifts resources to restore this key leadership role.

This position is located in Water Operations - Distribution Division which is responsible for constructing, maintaining, repairing and renewing elements of the water distribution system.

Position History:

A complete history of this position may be found in the Personnel Records Unit.

Scope of Review:

Review of this position consisted of the following:

- Position Description Questionnaire (PDQ) submitted for this review;
- Class Specification Nos. 8200004/Water Pipe Worker and 8200006/Water Pipe Crew Chief;
- Comparison to similar positions;
- Review of the organization unit affecting the position;
- and related classification files.

Summary of Work

The primary purpose of this position is to plan, direct and inspect the work of crews engaged in construction, maintenance, and repair of the water distribution section.

NOTE: *For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaires (PDQs) submitted for this review and included in the position file.*

Analysis:

Responses to council resolution 26813, stipulate that current resources are available to perform the work, but without a crew chief to support and direct the crews, the application of these resources cannot be optimized. Since valve maintenance work is not customer-driven and is not highly visible, resources are commonly diverted to other work. This is an industry-wide problem. By restoring its valve maintenance program, executed by a dedicated valve crew chief, the Water Operation Division will be able to

halt further degradation of valve performance. Reliable valve performance is the key to making other water system investments work.

Reclassifying a vacant Water Pipe Worker position will re-establish a Water Pipe Crew Chief to direct the work of the valve crews; assists in the development, implementation, and maintenance of multi year valve program reengineering initiatives; train and develop a crew of valve maintenance and repair specialists; assists in cross training efforts; identify and secure inventories of common replacement parts; and plan, organize, schedule, facilitate, direct, and inspect valve maintenance and repair work.

The duties and responsibilities described in the PDQ submitted for this review are consistent with those outlined on Class Specification #8200006/Water Pipe Crew Chief.

Recommendation:

Based on evaluation of the duties and responsibilities of position #011824, it is recommended this position be reclassified to Water Pipe Crew Chief. This action should be effective April 13, 1997, to coincide with the initial date management requested the review.

CITY OF SEATTLE
PERSONNEL
DIVISION

CLASSIFICATION DETERMINATION REPORT

Date: 5/15/97 **Report No.:** 97-1254

POSITION IDENTIFICATION

Department: Seattle Public Utilities

Classification Title: Grants & Contracts Specialist, Senior (#020900)
Management Systems Analyst (#022206)

Ordinance Title: Grants & Contracts Specialist, Senior (#020900)
Management Systems Analyst (#022206)

Bargaining Unit: 030 Current Salary: G&CSr $18.21 - $21.29 (Rng 30.5A)
MSA $20.04- $23.35 (Rng 33.0A)

RECOMMENDED ACTION

Classification Title: Project Funding and Agreement Coordinator

Ordinance Title: Project Funding and Agreement Coordinator

Bargaining Unit: 030

Legislation Required: yes Recommended Salary:$20.04 - $23.35 (Rng 33.0A)

Remarks: Pos #022206 filled as G&C Spec. Sr. ILO MSA

INCUMBENT STATUS

Incumbents:

Current Standing:

Recommended Standing: Project and Funding Agreement Coordinator

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:

Recommended: Steven Aspiras Sr. Classification/Compensation Analyst

Approved: John Pearson Classification/Compensation Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

Source of Request/Position Identification:

These positions were reviewed as a result of a request from the Finance and Administration Branch Executive. These positions are located in the Grants and Contracts Unit of the Finance Division that is responsible for coordinating, administering and providing expert advice on agency and consultant contracts, preparing contracts and negotiating contractual language. This unit also encumbers funds and processes consultant and agency invoices for payment.

This request has been generated since the merging of the grants and consultant contracting duties from Water Department and portions of the Engineering Department. The requested reclass is not a result of the reorganization, but from what the new Grants and Contracts Unit feels as an inequity found due to the reorganization bringing employees together that do the exact same work.

Position History:

A complete history of these positions may be found in the Personnel Records Unit.

Scope of Review:

Review of these positions consisted of the following:

- Position Description Questionnaire (PDQ) submitted for this review;
- Class Specification Nos. 2003704/Project Funding and Agreement Coordinator and 2004005/Senior Grants and Contracts Specialist;
- Position file contents;
- Comparison to similar positions;
- Review of the organization unit affecting the subject positions;
- and related classification files.

Summary of Work

The primary purpose of these positions is to administer the consultant selection process, prepare consultant contracts and related documents, process consultant invoices, and administer the grants and related payment processes.

NOTE: *For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaires (PDQs) submitted for this review and included in the position file.*

Analysis:

The subject positions current classification of Senior Grants and Contract Specialist (G&CS Sr.) can be characterized as coordinating and participating in the selection, negotiation, preparation, and administration of a variety of service contracts, sub-contracts, and interagency agreements in support of a division. They conduct needs

assessments and related research, and plan and develop new service programs. In comparison, a Project Funding and Agreement Coordinator (PF&AC) plans and coordinates funding, budget and consultant activities related to capital improvements and other projects for capital improvement, block grant or other programs. PF&ACs deal more with the monetary and budget related activities associated with capital improvements. They provide financial management of grants and other interagency agreements, and will also assist with preparation, defense and monitoring of budgets, CIPs, rate studies and financing proposals. A knowledge of capital project budgeting and scheduling is required. Considerable judgment is used when analyzing project plans, goals, budgets and schedules to make recommendations on project funding, and to solve financial and contractual problems related to projects.

The duties and responsibilities described in the PDQ submitted for this review are consistent with those outlined on Specification # 2003704/Project Funding and Agreement Coordinator. The positions assist and advise project managers, project coordinators, managers and directors in complying with all laws, rules, regulations and in-house procedures and policies pertaining to consultant procurement; assist in drafting necessary documents for completing contract process and attend/assist in contract negotiations; review and edit all relevant documents necessary to setting consultant contracts; coordinate preparation, review and approval of documents with consultants, other city departments, project managers, etc.; and plan and coordinate funding, budget and consultant activities related to capital improvement, block grant or other programs. Discussions with their supervisor, verified that they work on multi-million dollar capital improvement projects, such as the Midway landfill closure, Cedar River Project and a variety of Watershed Projects.

Review of the March 12, 1997, initial request showed comments from the Finance Director and Seattle Public Utilities Director being in support of these reclasses. Although the City's Classification Project was referenced in the request, the Classification Project is considered closed. For purposes of this review, a check of our records indicate that both positions were in fact allocated. The incumbent and/or department did not file an appeal during the appropriate time period for position #020900. The previous incumbent in position #022206 was filling the pocket as an Administrative Analyst I ILO MSA and appealed a recommendation of MSA Entry. The position was subsequently changed to MSA and later filled in an ILO situation as a G&CS Sr.

Recommendation:

Based on the duties and responsibilities of these positions, the appropriate allocation is Project Funding & Agreements Coordinator. This action should be effective March 12, 1997, which corresponds to the initial request date from management.

CITY OF SEATTLE
PERSONNEL
DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: 5/21/97 **Report No.:** 97-1272

POSITION IDENTIFICATION

Department:	Seattle Public Utilities	
Classification Title:	Unclassified	
Ordinance Title:	Civil Engineering Specialist, Assistant II	
Position Number:	016221	
Bargaining Unit:	004	**Current Salary:** $17.99 - $20.91

RECOMMENDED ACTION

Classification Title:	Civil Engineer, Associate	
Ordinance Title:	Civil Engineer, Associate	
Bargaining Unit:	034	
Legislation Required:	yes	**Recommended Salary:** $22.26 - $25.97
Remarks	See next page for pertinent allocation information	

INCUMBENT STATUS

Incumbent:

Current Standing: Civil Engineering Specialist, Assistant II

Recommended Standing: Civil Engineer, Associate

In recommended standing, incumbent status is:

[ ] Regular [ ] Probationary [X] Temporary (exam required)

Authority: Personnel Rule

[ ] 2.3.100 [ ] 2.3.200 [ ] 2.3.300

Remarks: Per Article 9.7C of the Local 17 Bargaining Agreement

Recommended: Steven Aspiras Sr. Classification/Compensation Analyst

Approved: John Pearson Classification/Compensation Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

Source of Request/Position Identification:

This position was reviewed as a result of a Departmental request. Position No. 016221 is located in the Engineering Services Division that provides design, project management, construction management, and engineering services to the divisions of Seattle Public Utilities, the Seattle Transportation Department, and other clients. This group will continue to work on several large and important capital improvement projects for the new utility department and the Transportation Department. These projects include: seismic retrofit of the City's bridges, the Lake Union Combined Sewer Overflow Control Project, and the Tolt Pipeline Project.

Due to the merger of Seattle City Light (SCL), Seattle Water Department (SWD) and Seattle Engineering Department (SED) the position has assumed duties from a variety of positions, i.e., Supervising CE, Assoc. CE Spec., Sr. CE, Supervising CE Spec. etc. Retirements, transfers, etc. impacted the organizational structure.

Position History:

A complete history of this position may be found in the Personnel Records Unit.

Scope of Review:

Review of this position consisted of the following:

- Position Description Questionnaire (PDQ) submitted for this review;
- Class Specification Nos. 7201503\Civil Engineering Specialist, Assistant, 7201504\Civil Engineering Specialist, Associate, 7004503\Civil Engineer, Assistant and 7004504\Civil Engineer, Associate;
- Position file contents;
- Comparison to similar positions;
- Review of the organization unit affecting the subject position;
- and related classification files.

Summary of Work

The primary purpose of this position is to review construction plans and specifications for drainage, sewer, water, asphalt paving, concrete paving, electrical, structural, and seismic retrofit construction projects to resolve potential design problems prior to construction; monitor inspector and supervisor project assignments and workload forecasting; determining project working days, liquidated damages and construction schedules for use in contract documents; conduct subcontractor analysis to determine WMBE/DBE goals for upcoming construction projects; and monitor training program to assure that the contractor complies with local, state, and federal laws and regulations.

NOTE: *For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaires (PDQs) submitted for this review and included in the position file.*

Analysis:

The next highest level above the subject position is the Civil Engineering Specialist, Associate (CES Assoc). The Associate level is distinguished from the Civil Engineering Specialist, Assistant (CES Asst.) by the performance of more difficult and complex engineering assignments/projects as well as by more limited supervision received. An Associate CES may also serve as project manager or coordinator for CIP work to ensure adherence to project scope, schedule and budget.

The Assistant Civil Engineer (CE Asst.) class series can be characterized as performing entry-level professional civil engineering work in the planning, design, construction, operation and maintenance of municipal public works, utilities and services projects. The Assistant can be distinguished from the Civil Engineer Associate (CE Assoc) level by the lower degree of complexity of work assigned and the greater amount of supervision received. Representative duties of an Associate level include: serving as project engineer on public works, utilities and service projects; supervising a group of engineers and specialists in the preparation of preliminary and long range plans, estimates and budgets, detailed final construction plans, specifications, special conditions and agreement; coordinating and reviewing the work submitted by consultants; reviewing final plans, specifications, special conditions and agreements and coordinating the work of contractors, affected public agencies and utilities; preparing final reports and estimates; approving contract change orders; and responsibility for carrying out difficult special projects as assigned.

Comparison shows the CES series performs "technical" civil engineering work whereas the Civil Engineer performs "professional" civil engineering work. The subject position is most similar to the CE series by it being expected to possess the full scope of knowledge and education necessary to engage in the full range of engineering tasks. A differentiation is that a CE generally works in the areas design/and development of design criteria, originating projects, and checking and monitoring them through their various phases.

Although this position may not monitor all the projects through completion, it serves as the Office Engineer and will work with Supervising Construction Engineers, Project Managers, Designers, and Spec Writers while being responsible for maintaining an accurate workload forecast for SPU. The incumbent's duties require him to assist in constructibility reviews and develop a working day estimate, liquidated damages estimate, and subcontractor analysis for each project.

Recommendation:

Based on evaluation of the duties and responsibilities of position #016221, it is recommended this position be reclassified to Civil Engineer, Associate. This action should be effective 3/31/97, to coincide with the initial date management signed off on the PDQ.

CITY OF SEATTLE
EXECUTIVE SERVICES
DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: May 21, 1997 **Report No.:** 97-1273

POSITION IDENTIFICATION

Department: Seattle Public Utilities

Classification Title: Solid Waste Field Representative, Lead

Ordinance Title: Solid Waste Field Representative, Lead

Position Number: 019407

Bargaining Unit: Yes **Current Salary:** $19.45 -$22.71 **(Range:** NA)

RECOMMENDED ACTION

Classification Title: Solid Waste Field Representative Supervisor

Ordinance Title: Solid Waste Field Representative Supervisor

Legislation Required: Yes

Bargaining Unit: 004 **Recommended Salary:** $21.05-$24.52 **(Range:** NA)

Remarks See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:

Current Standing: Solid Waste Field Representative, Lead

Recommended Standing: Solid Waste Field Representative Supervisor

In recommended standing, incumbent status is:

[ ] Regular; [ ] Probationary: [ ] Temporary.

Authority: Personnel Rule

[ ] 2.3.100; [ ] 2.3.200; [ ] 2.3.300.

Remarks:

Recommended: Team 2 _____ Classification/Compensation Analyst(s)

Approved: John Pearson _____ Classification/Compensation Supervisor

Lidia Santiesteban _____ Classification/Compensation Director

Sarah Welch _____ Personnel Director

Source of Request and Position Identification:

This position was reviewed as a result of a request from the departmental management. Position # 019407 is located in the Illegal Dumping Unit of the Community Programs Team of the Seattle Public Utilities Department (SPUD). The purpose of the work unit is to investigate reports of illegal dumping on public or private property throughout the City, identify the source of the illegal dumping, clean up of the illegally dumped materials, and issue citations for illegal dumping. In addition, the unit also provides education to the public, supports volunteer clean up efforts, and responds to special requests for services.

Position History:

Detailed historical data of the position can be accessed via the Personnel Division's Records Unit.

Scope of Review:

This review was conducted by Class/Comp Team 2, consisting of Irene Ogunyemi, Barbara Martin, and Gail Thompson. The review of the subject position included analysis of the following:

- Position Description Questionnaire (PDQ) submitted for this review;
- Team Two's review/analysis of subject position information;
- Lead Solid Waste Field Representative class specification (#2054505) and Solid Waste Field Representative Supervisor class specification (#2054507)
- Comparison to similar positions;
- Review of the organizational charts affecting the subject position;
- Position history records and related classification files.

Summary of Work:

As described in the PDQ, the essential purpose of this position is to provide leadership and direction to the Solid Waste Field Representatives by assigning work, responding to staff requests, and providing training and evaluation. The position is also expected to coordinate all illegal dumping issues with other divisions, departments, and agencies; respond to requests for service from the department director, Mayor's office, City Council, community groups and citizens; and coordinate the collection and maintenance of evidence for pursuit of legal action by the City.

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:

The class specifications for Lead Solid Waste Field Representative and Solid Waste Field Representative Supervisor were reviewed and compared to the duties and responsibilities of the subject position for purposes of determining the appropriate classification.

The class specification for Lead Solid Waste Field Representative describes positions that perform as ***lead*** workers to coordinate the daily activities of Solid Waste Field Representatives and assist with the training of new staff. Whereas the class specification for Solid Waste Field Representative Supervisor describes positions that ***supervise*** the activities of lead workers and field staff in a solid waste customer service field operation.

According to the submitted PDQ, we find that the subject position is relied upon to:

45% Supervise Solid Waste Field Representatives and additional staff; assign, direct, redistribute and delegate work, and provide technical assistance and expertise; train and instruct staff and other employees on litter, graffiti and illegal dumping procedures, ordinances, legislation and regulations; coordinate the distribution and supervision of the entire litter and illegal dumping control programs workload with other supervisors, program managers and directors of the sections; and conduct work performance review and evaluation of subordinate field representatives.

*(These duties and responsibilities are found within the **Solid Waste Field Representative Supervisor** class specification. Positions within this class are expected to supervise and direct the planning, controlling, and coordination of activities and field operations; develop and direct training programs and orientation of new field inspectors; and write policies and procedures as needed).*

40% Respond to and investigate customer complaints; resolve operational, staff and contractor performance problems; coordinate removal of illegal encampments and clean up of illegal dumping sites; and provide technical assistance to volunteers and neighborhood groups.

*(These duties and responsibilities are found within the **Solid Waste Field Representative Supervisor** class specification. Positions within this class are expected to resolve daily contractor and customer performance problems, negotiates resolution with managers and lead workers on collection problems; and represent the unit in meetings that affect field operations).*

15% Identify customer service policies and procedural problems; explore and implement strategies to resolve problems; handle the more complex problems referred by field representative staff, other City departments or agencies and monitor contract payment applications.

*(These duties and responsibilities are also found within the **Solid Waste Field Representative Supervisor** class specification. Positions within this class are expected to work with other City departments and building designers to ensure that collection of solid waste complies with pertinent City ordinances; review building plans and advise architects, developers, builders and property owners on the proper solid waste systems for large buildings; develop and implement new programs and activities that affect the field customer service staff; and provide answers to questions not covered under procedures, contracts, policies or agreements that arise in the field).*

The class specification for Solid Waste Field Representative Supervisor appears to best reflect the essential duties of the subject position. Positions in this first-line supervisor class in the Solid Waste Services series have ***full supervisory authority*** over the activities of Solid Waste Field Representatives, contrary to the ***lead direction*** provided by positions in the Lead Solid Waste Field Representative class. The subject position spends 45% of its time supervising subordinates' activities by assigning, directing, redistributing, and delegating work, as well as conducting regular work performance review and evaluation of the said subordinates. This position also monitors individual staff and group performance and productivity, provides direction and feedback on such, authorizes overtime, vacation and sick leave, and signs time cards as well as recommends personnel or disciplinary action as deemed necessary.

Recommendation:

Therefore, based on the above analysis, we recommend the subject position be reclassified to Solid Waste Field Representative Supervisor, effective April 12, 1996, which coincides with the date management signed the PDQ.

CITY OF SEATTLE
PERSONNEL
DIVISION

CLASSIFICATION DETERMINATION REPORT

Date: 6/3/97 **Report No.:** 97-1279

POSITION IDENTIFICATION

Department:	Seattle Public Utilities
Classification Title:	Unclassified
Ordinance Title:	Administrative Support Assistant - BU
Position Number:	022940
Bargaining Unit:	035 Current Salary: $11.82 - $13.26 (Range18.0B)

RECOMMENDED ACTION

Classification Title:	Administrative Specialist I
Ordinance Title:	Administrative Specialist I - BU
Bargaining Unit:	035
Legislation Required:	Yes Recommended Salary:$13.01-$14.51 (Range20.5B)
Remarks	See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent: James, LaVerne

Current Standing: Administrative Support Assistant

Recommended Standing: Administrative Specialist I

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: Per Article 9.7C of the Local 17 Bargaining Agreement

Recommended: Steven Aspiras SA Sr. Classification/Compensation Analyst

Approved: John Pearson JP Classification/Compensation Supervisor

Lidia Santiesteban LS Classification/Compensation Director

Sarah Welch SW Personnel Director

Source of Request/Position Identification:

This position was reviewed as a result of a request from departmental management. The position is located in the Water Quality Division, Regulatory Compliance Section/Resource Management of SPU. This section ensures that Seattle's water meets federal and state water quality regulations.

Position History:

A complete history of this position may be found in the Personnel Records Unit.

Scope of Review:

Review of this position consisted of the following:

- Position Description Questionnaire (PDQ) submitted for this review;
- Class Specification Nos. #4050003/Administrative Support Assistant and #4050004/Administrative Specialist I;
- Position file contents;
- Comparison to similar positions;
- Review of the organization unit affecting the subject position;
- and related classification files.

Summary of Work

The primary purpose of this position is to provide the full range of general administrative support to the Regulatory Compliance Section and to the Water Treatment and Inspection Services staff at the Water Quality Lab. Duties include responding to customer complaints and inquiries regarding water quality, and preparing reports and other correspondence.

NOTE: *For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaires (PDQs) submitted for this review and included in the position file.*

Analysis:

Review of the Administrative Support series confirmed that positions allocated to the Administrative Support Assistant (ASA) level perform a variety of routine office support functions such as typing, data entry, receptionist, posting information, proofing documents, completing simple calculations, compiling reports, filing and retrieving documents and operating a variety of office equipment. The contacts of an ASA are primarily within the department and with the public regarding routine matters.

In comparison the Administrative Specialist I (AS I) can be characterized as performing the full range of administrative support functions for high level management or performing specialized tasks in support of a special function or program. An AS I is

typically expected to understand the work processes, procedures and regulations of the assigned program area, and/or demonstrate a proficient level of expertise in office operations and equipment. The contacts are with other departments or outside agencies and the general public for the purpose of obtaining factual information, explaining office policies and responding to routine complaints.

The duties and responsibilities described in the PDQ submitted for this review are consistent with those outlined on Class Specification #4050004/Administrative Specialist I. Per the PDQ the subject position works relatively independently in an outlying location with little backup available and (1) answers Water Quality Lab calls, providing information on distribution system water quality problems, responding in writing or verbally to customer complaints and routing them to appropriate staff for follow-up, responding to questions regarding typical water quality , and routing more specific water quality questions to appropriate Regulatory Compliance Section staff (2) enters payroll data in Seattle Financial Management System (SFMS), checks timesheets for accuracy and completeness and makes necessary corrections, ensures that timesheet corrections are made and submitted properly, and (3) provides editing, formatting, and proofreading services in the course of preparing finished copy, including reports on analysis of drinking water, letters and other documents.

Recommendation:

Based on evaluation of the duties and responsibilities of position #022940, the appropriate allocation is Administrative Specialist I - BU. This action should be effective January 1, 1997, as part of the reorganization and the date when the position was officially assigned to the Regulatory Compliance Section/Water Quality Lab.

CITY OF SEATTLE
PERSONNEL
DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: Mar. 14, 1997 **Report No.:** 96-1101

POSITION IDENTIFICATION

Department: Transportation

Classification Title: Data Technician Supervisor

Ordinance Title: Data Technician Supervisor

Position Number: 017625

Bargaining Unit: 030 **Current Salary:** $15.05 - $17.53 **(Range:** 25.5A)

RECOMMENDED ACTION

Classification Title: Accounting Technician II

Ordinance Title: Accounting Technician II

Legislation Required: Yes

Bargaining Unit: 030 **Recommended Salary:** $14.00 -$15.66 **(Range:** 22.5B)

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: NA

[ ] **Regular;** [ ] **Probationary:** [ ] **Temporary.**

Authority: Personnel Rule NA

[ ] **2.3.100;** [ ] **2.3.200;** [ ] **2.3.300.**

Remarks:

Recommended: Team 2 I.O. Classification/Compensation Analyst(s)

Approved: John Pearson Classification/Compensation Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

Source of Request and Position Identification:

This position was reviewed as a result of a request from the departmental management. Position # 017625 is located in the Accounting Services Section of the Management Support Office of the Transportation Department.

Position History:

Detailed historical data of the position can be accessed via the Personnel Division's Records Unit.

Scope of Review:

This review was conducted by Class/Comp Team 2, consisting of Irene Ogunyemi, Barbara Martin, and Gail Thompson. The review of the subject position included analysis of the following:

- Position Description Questionnaire (PDQ) submitted for this review;
- Data Technician Supervisor class specification #4100007, Accounting Technician I class specification #4000013 and Accounting Technician II class specification #4000004;
- Team Two'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 prepare billing for City street repair; balance work order billings in SFMS; collect payments on damaged City property; and make referrals on delinquent accounts to collection agencies.

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:

For purposes of this review, we compared the duties of subject position with those of the Data Technician Supervisor class and Accounting Technician class series. We found the work of these classes and series to be characterized as follows:

Data Technician Supervisor - positions assigned to this class supervise staff who perform data entry, records distribution and data management functions, using a variety of data entry, microcomputer and terminal equipment.

Accounting Technician - positions assigned to this class series perform a variety of accounting functions and tasks associated with the maintenance and updating of accounting records.

We found through our review and comparison that the body of work required of a Data Technician Supervisor is no longer appropriate for the subject position. It is evident that the duties and responsibilities assigned to the subject position is now best represented in the Accounting Technician class series, with the level of performance to be determined. Therefore, to determine the level that best represents the body of work of this position we selected the journey (Accounting Technician I) and the senior (Accounting Technician II) levels. The work of these classes is described in this manner:

Accounting Technician I - This level is considered the journey level within the series. Positions at this level are expected to perform various accounting functions and tasks associated with the maintenance and updating of a set of accounting records. Work at this level is performed in accordance with established procedures and methods, however, incumbents are expected to weigh facts, research and exercise judgment to select the most appropriate method to accomplish tasks. Incumbents work under continual supervision with assignments reviewed to ensure accuracy and compliance with departmental procedures. Contacts are with intra- and inter-departmental personnel, and the public to provide and exchange information.

Accounting Technician II - This level is considered the senior level within the series. Positions at this level are expected to 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. Positions in this class work under minimal guidance and perform multiple complex and responsible accounting support tasks, including solving special problems, making reliable decisions, reconciling ledger transactions and discrepancies, independently researching and analyzing facts, and presenting findings upon which important or costly decisions could be made. Assignments require handling complicated tasks where the cost of correcting errors would be substantial in either time or money. Contacts are with the public, other agencies, intra- and inter-departmental staff for exchanging and providing information.

The position's duties and responsibilities as outlined in the PDQ include: preparing street repair and other customer projects' billings; tracking and maintaining system control and guaranty deposits; balancing work order billings; collecting payments for damaged City property; preparing installment contracts; researching, analyzing and reconciling out of balance accounts and making referrals on delinquent accounts to collection agencies. These duties most closely resemble those characterized in the Accounting Technician II class specification. We also compared the work of this position to that of other Accounting Technician II positions within the Department, and found them to be similar in scope and complexity.

Recommendation:

Therefore, based on the evaluation of the duties and responsibilities of position #017625, we recommend the subject position be reclassified to Accounting Technician II, effective January 1, 1997, according to departmental management.

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: February 4, 1997 **Report No.** 96-889

POSITION IDENTIFICATION

Department: Seattle Public Utilities (Water Department)
Classification Title: Watershed Contract Compliance Coordinator
Ordinance Title: Watershed Contract Compliance Coordinator
Position Number: 011954
Bargaining Unit: 019 **Current Salary:** $17.53 - $18.92
(Salary Range: N/A)

RECOMMENDED ACTION

Classification Title: Grounds Equipment Mechanic, Senior
Ordinance Title: Grounds Equipment Mechanic, Senior
Legislation Required: Yes **Recommended Salary:** $17.86 - $19.29
(Salary Range: 28.0C)
Recommended Bargaining Unit: 019
Remarks: *See next page for pertinent allocation information.*

INCUMBENT STATUS

Incumbent:
Current Standing: Laborer ILO Watershed Contract Compliance Coordinator
Recommended Standing: Grounds Equipment Mechanic, Sr.
In recommended standing, incumbent status is:

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

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 Step 3 grievance filed on behalf of the incumbent by Public Service & Industrial Employees, Local 1239. The position is located in the Seattle Public Utilities Department. For historical purposes, however, it is important to note that at the time this grievance was filed the position was located in the Watershed Management Division of the former Water Department organization.

The union is seeking reclassification of this position based on performance of duties and responsibilities allegedly commensurate with the Senior Grounds Equipment Mechanic classification.

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

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)'
- a step 3 grievance letter from Local 1239, dated June 12, 1996;
- the Position Description Questionnaire (PDQ) dated August 16, 1996;
- comparison of the class specifications in the Laborer and Grounds Equipment Mechanic series;
- comparison to similar positions
- review of the organization unit affecting the subject position, and;
- related classification files.

Background:
This position is currently classified as Watershed Contract Compliance Coordinator. Department management states that the subject incumbent has been paid out-of-class as Forest Maintenance Worker since January 1995 for the work described in the PDQ, and that reclassification of the position would resolve a long standing out-of-class issue *(see section 32(b).*

Summary of Work
The essential purpose of this position is to perform maintenance and repairs on a variety of equipment (i.e., chainsaws, weed eaters, mowers, pumps, hand tools, fire suppression equipment) for field crews at the Cedar River Watershed. The work entails:

- performing diagnostic maintenance and repairs on a variety of general grounds facility maintenance equipment;
- performing routine metal fabrication and repair (i.e., cutting, soldering, welding and brazing);
- checking and diagnosing a variety of charging, starting and electrical systems; operating grinders, lathes, drill press, welding and other shop equipment;
- supporting crews in the field by providing tires, hydraulic hoses, chainsaws, welding, tools and other equipment on a support or emergency basis;
- maintaining inventory and ordering stock (i.e., parts, supplies and equipment);
- receiving and inspecting deliveries to shop and support areas; assembling items as required; cleaning and organizing shop areas; and,
- overseeing the annual preventive maintenance of shop and grounds equipment which includes winterizing equipment and maintaining records of shop tool and equipment use.

NOTE: *For a more detailed account of the subject position's responsibilities, see the Position Description Questionnaire (PDQ) dated 8/16/96, and submitted for purposes of this review.*

Analysis:
We reviewed and compared the duties and responsibilities of the subject position to the class specifications for Laborer, Forest Maintenance Worker, and Grounds Equipment Mechanic at the journey and senior levels. We discovered the following:

Laborer: Performs routine manual work in a variety of indoor and outdoor work areas; and provides manual assistance to other workers using various types of hand and small power tools.

Forest Maintenance Worker: Performs a variety of semi-skilled work in forest road maintenance, reforestation, fire prevention and suppression, and the building of rough structures.

Grounds Equipment Mechanic: Performs diagnostic, maintenance and repair activities for a variety of grounds and general facility maintenance equipment such as small gas-powered hand tools, mowers, tractors and pumps; and operates welding and grinding equipment; and orders and inventories equipment parts.

Senior Grounds Equipment Mechanic: Performs the more difficult and complex diagnosis, maintenance and repair of grounds and facility maintenance equipment, such as small gas-powered engines, larger tractors and mowers, pumps, stationary engines, pressure washers, trams and inclines, refrigerators and appliances, and may provide technical advice to and serve as lead worker for other Grounds Equipment Mechanic positions.

The remedy sought in this grievance is reclassification to the Senior Grounds Equipment Mechanic classification. After reviewing the class specifications for Laborer and Forest Maintenance Worker, it is apparent that the duties performed by the subject position are not consistent with the work of those titles. This current review, however, finds that the subject position performs essentially the same duties as described in class specification for Senior Grounds Equipment Mechanic. This senior level class is distinguished from Grounds Equipment Mechanic (the journey level) primarily by the range and complexity of equipment it is expected to rebuild, repair and maintain. The work of this class requires specialized knowledge of the tools and methods of small engine repair, component systems, and a variety of grounds and facility maintenance equipment. Positions are expected to diagnose and carryout a variety of difficult repair tasks for a wide range of complex equipment and systems.

The subject position is responsible for performing diagnostic analyses, maintenance and repair of grounds and facility maintenance equipment used by crews at the Cedar River Watershed. The work includes overhauling, rebuilding, repairing and maintaining power hand tools such as chain saws, weed eaters and edgers, air compressors, hydraulic pumps and jackhammers, gas powered engines, various hand tools, lawn tractors and mowers, pumps, fire suppression equipment, refrigerators and other appliances. The position operates grinding and welding equipment; provides field repair and support services to crews; maintains inventory control, including levels of supplies and equipment; maintains shop records; and cleans and organizes shop areas.

Further analysis supports allocation of this position to the senior level classification based upon our comparison of the work performed by the subject position to that of positions classified as Grounds Equipment Mechanic and Senior Grounds Equipment Mechanic throughout the City. We found that various positions classified at the Grounds Equipment Mechanic (journey-level) class have responsibility for replacing, repairing and constructing grounds equipment (i.e. fencing, small hand tools and motors); and/or perform repairs and preventive maintenance on equipment used by City departments in grounds, facilities and building maintenance. Whereas, positions that are classified as Senior Grounds Equipment Mechanic perform work comparable to the subject position in scope and complexity. Positions so classified diagnose and carry out a variety of difficult repair tasks for a wide range of complex equipment and systems.

Recommendation:
It is therefore our recommendation that the subject position be allocated to the title of Grounds Equipment Mechanic, Senior. This action should become effective May 13, 1996, which is 30 days prior to the filing of the grievance by Local 1239.

Note: The subject incumbent's out-of-class assignment has no bearing on the reclassification of this position.

SECTION 2

City of Seattle Executi Services Department
Personnel Division

MEMORANDUM

DATE: March 6, 1997

TO: Sarah Welch, Personnel Director
VIA: Lidia Santiesteban, Classification/Compensation Director
Tim Croll, Personnel Services Administrator

FROM: Team 2, Classification & Compensation Unit
(Gail Thompson, Barbara Martin, Irene Ogunyemi)

SUBJECT: Salary Recommendation for the new title of Office Automation Coordinator

---

This report was prepared in response to Classification Report #95-910, recommending the development of a new title of Office Automation Coordinator. The purpose of this salary report is to establish a salary range for the new title.

Background

The subject position (012448) is located in the PC Training Unit of the City Light Department as a Training and Education Coordinator. Departmental management has asked the Classification/Compensation Unit to review the duties and responsibilities assigned to subject position for appropriate classification.

Analysis

An informational interview was performed by Jimmy Woo, Gail Thompson, Trish Bourdeau, and Irene Ogunyemi and it was determined that the subject position is essentially responsible for implementation of office automation applications, setting standards across a multi-server network, providing technical support to end-users, and overseeing the work of subordinate staff. This work involves analyzing, designing, developing, and administering a computer training and troubleshooting support program that provides instruction and support to a netware environment; developing work plans and schedules to implement across the networks; and providing technical consultation to network administrators, application developers and end users.

The duties of the proposed Office Automation Coordinator were compared to the Help Desk and Management Systems Analyst classes, and were found to be substantially different. They were also viewed against the Systems Analyst duties and responsibilities and it was found that although the subject position may solve some software/hardware problems, it is are not with the same level of expertise. The review also verified that the subject position does not perform the same type of training functions as a Training and Education Coordinator. In comparing the work of this position to that of Office Automation Technician/Trainer we found the work to be very similar, except for the scope and range or responsibilities.

Internal Salary Comparison

For purposes of this salary recommendation, the following titles were reviewed for comparison:

Training & Education Coordinator	18.55 - 19.29 - 20.04 - 20.85 - 21.67
Office Automation Technician/Trainer	18.55 - 19.29 - 20.04
Systems Analyst	20.19 - 21.05 - 21.86 - 22.71 - 23.59
Help Desk Specialist	20.19 - 21.05 - 21.86 - 22.71 - 23.59

Based on all the information submitted by City Light, the incumbent, and internal review of existing titles, it is recommended that a new title and salary for Office Automation Coordinator be established above the Office Automation Technician/Trainer.

Recommendation

We therefore, recommend salary range 31.0C be established for the Office Automation Coordinator level.

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

Sarah Welch, Personnel Director

3/10/97
Date

CCT2.gt

City of Seattle Personnel Department
Norman B. Rice, Mayor Sarah Welch, Personnel Director

November 1, 1996

TO: Sarah Welch, Personnel Director

VIA: Lidia Santiesteban, Classification/Compensation Director
Tim Croll, Personnel Services Administrator

FROM: Classification Review Team #2

SUBJECT: Salary Recommendation for the new title of Water Quality Analyst, Principal

This report was prepared in response to Classification Determination Report #96-848, recommending the development of a new title of Water Quality Analyst, Principal. The purpose of this report is to establish a salary range for the new title.

Background

Position No. 012444 is located in the Seattle Water Department's Water Quality Laboratory and is classified as a Senior Water Quality Analyst. The work unit is responsible for monitoring of drinking water quality in Seattle Water's direct and wholesale service areas.

This position was reclassified from Senior Water Quality Analyst to Water Quality Chemist in the late 1980s in recognition of its technical expert role. The Classification Project, however, recommended the position be classified as a Senior Water Quality Analyst. Accordingly, the Water Quality Chemist title was eliminated in 1991. The incumbent was reallocated to Senior Water Quality Analyst; an action which was legislated on the 2nd Quarter 1996 Classification Ordinance.

Analysis

The duties of the proposed Water Quality Analyst, Principal classification were compared to those of the already established Water Quality Analyst and Senior Water Quality Analyst classes, and were found to be exceptional in that the work is viewed as being performed at a higher level. Our review of the existing class specifications 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.

Therefore, our analysis concludes that a Principal Water Quality Analyst classification should be created to reflect work performed at a higher level to include responsibility for the more 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.

Internal Salary Comparison

For purposes of this salary recommendation, the following titles were reviewed:

Water Quality Analyst	$16.45 - 19.15	Range 28.5A
Water Quality Analyst, Senior	$18.08 - $21.12	Range 31.0A

Based on all the information submitted by the Water Department, the incumbent, and internal review of existing titles, it is recommended that a new title and salary for Water Quality Analyst, Principal be established. This new title would represent the principal and third level within the Water Quality Analyst series.

Recommendation

We, therefore, recommend salary range 33.0A be established for the Water Quality Analyst, Principal level.

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

Per SW

Sarah Welch, Personnel Director

12/31/96

Date

Section 2

City of Seattle Executive Services Department
Personnel Division

MEMORANDUM

DATE: June 11, 1997

TO: Sarah Welch, Personnel Director
VIA: Lidia Santiesteban, Classification/Compensation Director

FROM: Classification Review Team 2
Gail Thompson, Barbara Martin, Irene Ogunyemi

SUBJECT: Salary Recommendation for the new title of Enforcement Manager - Civil Rights

---

This memo is to establish a salary for the new title of Enforcement Manager - Civil Rights which was created in the 1997 Budget process. This action resulted from reorganization of the Human Rights Department and the Office for Women's Rights into the new Office for Civil Rights. This title change is appropriate since it reflects the designation of the new department. During the Budget review process, we determined there were changes to the body of work, therefore, we recommend that the salary remain at the Range 41.5A ($27.73 - 32.17).

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

Sarah Welch, Personnel Director

6/12/97
Date

City of Seattle Executive Services Department
Personnel Division

MEMORANDUM

DATE: June 11, 1997

TO: Sarah Welch, Personnel Director
VIA: Lidia Santiesteban, Classification/Compensation Director

FROM: Team 2, Classification & Compensation Unit
(Gail Thompson, Barbara Martin, Irene Oguniyemi)

SUBJECT: Salary Recommendation for the new title of Senior Rates Management Analyst

---

This report was prepared in response to Classification Report #97-1248, recommending the development of a new title of Senior Rates Management Analyst. The purpose of this salary report is to establish a salary for the new title.

BACKGROUND

The subject position (020766) is located in the Finance and Administration Division of the Executive Service Department as a Finance Analyst-DAS. Class/Comp was asked by departmental management to review the assigned duties and responsibilities for purposes of classification.

ANALYSIS

An informational meeting was held with one of the division's Human Resources Representatives, Analysts from Team 2 and John Pearson, and it was determined that the subject position is essentially responsible for administering the development and forecasting of economic and statistical models; establishing rate structures, policies and pricing methodologies; and defending rates and budgets before City Council and OMP staff.

The duties of the proposed Senior Rates Management Analyst were compared to those associated with the classes of Finance Analyst, Economist and Budget Analyst, and were found to be substantially different. However, in comparing the duties with those assigned to the Rates Management Analyst, we found the work to be very similar, except for the scope and range or responsibilities.

We therefore, recommend based on the information submitted by Executive Services Department, the incumbent, and internal review of existing titles, that a new title and salary for Senior Rates Management Analyst be established above the Rates Management Analyst class.

INTERNAL SALARY COMPARISON

For purposes of this salary recommendation, the following titles were reviewed:

Finance Analyst, Senior	22.08 - 25.70 (35.5A)
Budget Analyst, Senior	23.78 - 27.73 (37.5A)
Rates Management Analyst	23.78 - 27.73 (37.5A)
Economist, Senior	24.75 - 28.77 (38.5A)

Of the surveyed titles we found that the level of responsibility of the subject position most closely approximates that of a Senior Economist and we therefore recommend that an equivalent level salary be established.

RECOMMENDATION

We therefore, recommend salary range 38.5A ($24.75 - 28.77) be established for the Senior Rates Management Analyst class.

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

Sarah Welch, Personnel Director

6/12/97
Date

gt

SECTION 3

City of Seattle

Norman B. Rice, Mayor
Executive Services Department
Dwight D. Dively, Director

April 8, 1997

TO: Ken Bounds, Superintendent
Parks and Recreation

FROM: Lidia Santiesteban
Classification/Compensation Director

SUBJECT: 1997 Budget Reconsideration Determination- PRK 372

In accordance with budget classification appeals procedures, the Budget Reconsideration Board has re-examined the 1997 Budget request for Position No. 025355 in your department. This review consisted of an evaluation of the City Budget Request (Form 5) initially submitted, as well as supplementary position information presented in support of this request at the Budget Reconsideration Hearing held on March 20, 1997. Standard classification analysis methods currently used by City Personnel were used. The following is the result of the Budget Reconsideration Board's review:

Requested Title	Recommended Title	Final Determination
Visitor Center Coordinator	Recreation Center Cordinator	Education Program Supervisor

Based upon our evaluation of the duties performed by the above position, as described in the Form 5 Budget Request initially submitted by the Department (which did not adequately describe the duties and responsibilities of the subject position), the preliminary budget determination allocated the position to the Recommended Title. Subsequently, based upon a review of the supplemental information provided by representatives of your department, during the Budget Reconsideration Hearing, the Reconsideration Board has determined that the classification of this position to the Final Determination of Education Program Supervisor is appropriate.

We will include this action on the Second Quarter, 1997 Classification Ordinance. If you have any questions, please call Curt Funk at 684-7925.

LS:jw

cc: Joan Miller, HR Manager/Representative
Personnel Records
Personnel Labor Relations
Class/Comp Team One

City of Seattle

Norman B. Rice, Mayor
Executive Services Department
Dwight D. Dively, Director

April 8, 1997

TO: Ken Bounds, Superintendent
Parks and Recreation

FROM: Lidia Santiesteban
Classification/Compensation Director

SUBJECT: 1997 Budget Reconsideration Determination- PRK 243

In accordance with budget classification appeals procedures, the Budget Reconsideration Board has re-examined the 1997 Budget request for Position No. 023727 in your department. This review consisted of an evaluation of the City Budget Request (Form 5) initially submitted, as well as supplementary position information presented in support of this request at the Budget Reconsideration Hearing held on March 24, 1997. Standard classification analysis methods currently used by City Personnel were used. The following is the result of the Budget Reconsideration Board's review:

Requested Title	Recommended Title	Final Determination
Senior P & D Specialist	P& D Specialist II	Senior P & D Specialist

Based upon our evaluation of the duties performed by the above position, as described in the Form 5 Budget Request initially submitted by the Department (which did not adequately describe the duties and responsibilities of the subject position), the preliminary budget determination allocated the position to the Recommended Title. Subsequently, based upon a review of the supplemental information provided by representatives of your department, during the Budget Reconsideration Hearing, the Reconsideration Board has determined that the classification of this position to the Final Determination of Senior Planning and Development Specialist is appropriate.

We will include this action on the Second Quarter, 1997 Classification Ordinance. If you have any questions, please call Curt Funk at 684-7925.

LS:jw

cc: Joan Miller, HR Manager/Representative
Personnel Records
Personnel Labor Relations
Class/Comp Team One

Personnel Division, Dexter Horton Building, 710 Second Avenue, 12th Floor, Seattle, WA 98104-1793
Telephone: (206) 684-7664, TDD: (206) 684-7888, FAX: (206) 684-4157, http://www.ci.seattle.wa.us
An equal-employment opportunity, affirmative action employer. Accommodations for people with disabilities provided on request.

City of Seattle

Norman B. Rice, Mayor
Executive Services Department
Dwight D. Dively, Director

April 8, 1997

TO: Ken Bounds, Superintendent
Parks and Recreation

FROM: Lidia Sanitesteban
Classification/Compensation Director

SUBJECT: 1997 Budget Reconsideration Determination- PRK 130

In accordance with budget classification appeals procedures, the Budget Reconsideration Board has re-examined the 1997 Budget request for Position No. 016502 in your department. This review consisted of an evaluation of the City Budget Request (Form 5) initially submitted, as well as supplementary position information presented in support of this request at the Budget Reconsideration Hearing held on March 20, 1997. Standard classification analysis methods currently used by City Personnel were used. The following is the result of the Budget Reconsideration Board's review:

Requested Title	Recommended Title	Final Determination
Camp Long Coordinator	Senior Naturalist	Education Program Supervisor

Based upon our evaluation of the duties performed by the above position, as described in the Form 5 Budget Request initially submitted by the Department (which did not adequately describe the duties and responsibilities of the subject position), the preliminary budget determination allocated the position to the Recommended Title. Subsequently, based upon a review of the supplemental information provided by representatives of your department, during the Budget Reconsideration Hearing, the Reconsideration Board has determined that the classification of this position to the Final Determination of Education Program Supervisor is appropriate.

We will include this action on the Second Quarter, 1997 Classification Ordinance. If you have any questions, please call Curt Funk at 684-7925.

LS:jw

cc: Joan Miller, HR Manager/Representative
Personnel Records
Class/Comp Team One

Personnel Division, Dexter Horton Building, 710 Second Avenue, 12th Floor, Seattle, WA 98104-1793
Telephone: (206) 684-7664, TDD: (206) 684-7888, FAX: (206) 684-4157, http://www.ci.seattle.wa.us
Equal Opportunity employer. Accommodations for people with disabilities provided on request.

SECTION 4

City of Seattle
Personnel Department

MEMORANDUM

DATE: 08/26/96

TO: Cindy Eckhold, Administrative Director
Finance Department

FROM: Lidia Santiesteban, Classification Compensation Director
Personnel Department

SUBJECT: Changes in Classification Titles

The following list of titles has been revised, however, there has been no change in effective employee's incumbency status, class or content of class specification. This title has been revised to reflect an industry standard title. These retitling actions will be legislated on the Fourth Quarter Ordinance. The Personnel Records Unit will incorporate these changes in their lay-off analysis.

Position Number	Incumbent Name	Current Title	New Title
011222	Gail Padgette	Data Processing Systems Analyst	Systems Analyst
015683	Carolyn Denning	Data Processing Systems Analyst	Systems Analyst
015704	Shasehe-Werq Habtu	Data Processing Systems Analyst	Systems Analyst
010983	Wayne Cunningham	Data Processing Systems Analyst, Sr.	Sr. Systems Analyst
011221	Tom Coffey	Data Processing Systems Analyst, Sr.	Sr. Systems Analyst
015678	Donald Edwards	Data Processing Systems Analyst, Sr.	Sr. Systems Analyst
015996	Thomas Jordan	Data Processing Systems Analyst, Sr.	Sr. Systems Analyst
019350	Henry Kent	Data Processing Systems Analyst, Sr.	Sr. Systems Analyst
021201	Raymond Hensley	Data Processing Systems Analyst, Sr.	Sr. Systems Analyst
023119	Miguel C. Benito	Data Processing Systems Analyst, Sr.	Sr. Systems Analyst
017448	Vacant	Programmer	Systems Programmer
018954	Vacant	Programmer	Systems Programmer

If you have questions, please contact Jimmy Woo, Personnel Analyst who is the Classification Analyst assigned to your Department.

LS:gt

cc: Personnel Records
Personnel Labor Relations
Jimmy Woo, Personnel Analyst

SECTION 6

City of Seattle Executive Services Department
Personnel Division

MEMORANDUM

DATE: April 30, 1997

TO: Sarah Welch, Personnel Director

VIA: John Pearson, Personnel Analyst Supervisor
Lidia Santiesteban, Classification/Compensation Director

FROM: Team One (Curt Funk, Irene Ogunyemi and Jimmy Woo)

SUBJECT: Salary Review - Buyers' Class Series
Salary Report Nos. 961081, 961082 and 961083

This report was prepared in conjunction with Classification Determination Report Nos. 96808, 96809, 96810 and 96811 and the development of Class Specification No. 2056003 - Assistant Buyers and revisions to Nos. 2056004 - Buyer, 2056005 - Senior Buyer and 2056008 - Principal Buyer.

BACKGROUND

This salary review is part of a comprehensive class specification development/revision and position allocation study for the Buyer class series encompassing the Assistant Buyer, Buyer, Senior Buyer and Principal Buyer titles.

The Principal Buyer level was originally identified for inclusion in this compensation study, however, the department has rescinded its request to have the Principal buyer level reviewed at this time. It is strongly recommended the Principal Buyer level be reviewed in the near future in order to ensure its correct salary alignment within its own class series as well as with other internal titles.

The Department of Administrative Services believes the type of contracting in purchasing has evolved and become much more difficult and complex, requiring increased skills in the areas of analysis, negotiations, critical judgment, technical writing and risk assessment, as well as strong procurement expertise, combined with a technical knowledge of commodities purchased and legal requirements.

Since its January 1992 merger into DAS, the purchasing function of the Purchasing Services Section has expanded due to various factors affecting the professional nature of its work:

New and Expanded Programs

- Recycled Content Program - Buyers must research and apply environmentally sensitive purchasing practices.

- Women and Minority Business Utilization- Buyers are required to solicit, train and provide technical assistance to accommodate WMBE vendors.

- Disaster Management- Buyers must negotiate priority service and price escalation with vendors who may be called upon to support the City in the event of a major emergency or disaster as well as securing resources from vendors in support of field and emergency personnel.

- Managed Competition- Buyers are participating in projects to compare cost efficiency and quality assurance between the City and private sector service providers.

Legal Requirements

- Contracting Appeals Board- Buyers must prepare to defend their decisions which have been disputed by vendors in front of an executive board. In addition, the Buyers are required to possess meditation skills and apply laws and commodity requirements for all purchases to avert legal actions against the City.

- Application of Public Works Laws- Buyers are required to interpret and monitor adherence to such laws, include requirements in specifications, and explain and administer payment of prevailing wages, receipt and approval of contract bonds, and selection of retainage options.

- Risk Management- Buyers must be knowledgeable on insurance practices and policies in order to identify those requirements subject to insurance and the types of insurance required, and communicate these requirements to vendors and their sureties.

Market Conditions and Technology

- Competition and Litigation- Vendors are increasing competitive and are willing to use litigation to gain market share. Buyers must utilize increased mediation skills and carefully apply purchasing processes and laws.

- Technological Changes- Buyers must possess a broad degree of technical knowledge in their assigned commodities in order to keep up with technological and environmental changes in the marketplace. Many products do not lend themselves to the standard solicitation process requiring the Buyers to use judgment in modifying processes to conform with the technical nature of the requirement, and negotiating more scopes of work and terms and conditions, while remaining within the law.

Customer Service

- Users' Groups- When purchasing a commodity to be used by all City departments, Buyers are required to form and lead customer user groups to develop and agree on specifications and resulting standards for acquisitions.

- Vendor Performance- Emphasis on entering into long term contracts and relationships with vendors through the blanket contract process require Buyers have added responsibilities for on-going monitoring and contract administration and mediating and solving problems between the City and vendors.

The Administrative Services Department believes the complexity and expertise required to accomplish the above is not reflected in the current compensation levels for the Buyers' series. Specifically, the department feels the entry, journey and senior levels are undercompensated. Listed below are the current rates for the Buyers' series and the rates the department is requesting:

Title	Current Salary Range	Requested Salary Range
Assistant Buyer	$15.26-$17.09 (25.5B)	$17.09-$19.92 (29.5A)
Buyer	$17.09-$19.92 (29.5A)	$19.53-$22.76 (33.0A)*
Senior Buyer	$19.92-$23.18 (33.5A)	$23.18-$27.03 (37.5A)

* Original department request was Range 35.0A

Please note: All salary rates within this report are 1996 rates.

ANALYSIS

This current review included analysis of the level and scope of responsibility of the class series as described within the Position Description Questionnaires and Class Specifications, meetings with department management and position incumbents, recruitment and retention data and comparisons with internal positions.

Recruitment and Retention

Based upon available data supplied by the Personnel Department's Employment Section on 12/5/96, there appears to be no recruiting problems for this class series. As of January, 1994, two Assistant Buyers, one Buyer, and two Senior Buyers were hired. All placements were internal. There are over 200 resumes in the talent bank to draw from for this class series.

Position History Cards located in the Personnel Departments Records Unit were researched for the following retention data:

Title	Position #	Tenure
Assistant Buyer ILO Buyer	010681	1 Yr 2 Mo
	010624	3 Yr 7 Mo
	023940	2 Yr 5 Mo
	024534	3 Yr ------
Average		**2.5 Yr**
Buyer	010621	2 Yr 7 Mo
	018155	11 Yr 4 Mo
Buyer ILO Senior Buyer	010623 (Vacant)	1 Yr 4 Mo (fmr inc)
Average		**5.1 Yr**
Senior Buyer	010622	8 Yr 9 Mo
	010625 (Vacant)	11 Yr 4 Mo (fmr inc)
	017340	6 Yr 1 Mo
	024535	1 Yr 3 Mo
Average		**6.9 Yr**

Based on the above data, retention is not an issue with the Buyers' class series. The turnover rates for each level of Buyers exceeds two years. The Assistant Buyer has the lowest average tenure at 2.5 years which is not unusual for entry level classifications as incumbents gain work experience and are promoted or seek opportunities elsewhere.

Comparisons With Other Class Series

Comparisons between the Buyers with similar class series within the City were performed. These comparative classes are non-exempt and non-represented (except the for Accountant class) professional titles with journey, senior and entry levels where existing. Similar job factors including knowledges, skills, abilities, as well as duties and responsibilities were considered for comparability with the Buyers' series.

Following are brief descriptions of the journey levels within each class series, as well some aspect(s) of the class which are also characteristic with the Buyers' series. Salary rates and ranges for the class series are noted along with the percent differential between each level and the next higher level above it.

Accountant: Positions in this series perform a variety of professional accounting functions and tasks; audits, monitors, researches and recommends revisions to accounting procedures and operations; performs and coordinates the maintenance and production of accounting reports and

records; and ensures compliance with generally accepted accounting practices, procedures and methods. Minimum qualifications are a Bachelor's Degree or equivalent background.

Accountants must also comply with established practices, procedures, principles, standards and methods in performing their work.

Accountant**	$16.15-$18.80	28.0A	12.3%
Senior Accountant	$18.80-$21.12	31.0B	------

**Represented Title

Finance Analyst: Positions in this series coordinate and participate in the preparation and defense of a division/department budget or financial management of a multi-department grant or capital program; conducts research and analysis of division/departmental financial issues; and assists in preparing financial and budgetary controls over capital projects, grants and/or operating projects. Requires a minimum one year professional experience in budget management, financial analysis, accounting, or related work and a Bachelor's degree in Business Administration, Public Administration, Economics or related field or equivalent background.

Finance Analysts perform financial monitoring and reporting and must defend their analyses and recommendations.

Finance Analyst	$19.53-$22.76	33.0A	10.1%
Senior Finance Analyst	$21.52-$25.05	35.5A	----

Grants & Contracts Specialist: This class coordinates and participates in the selection, negotiation, preparation, monitoring and administration of a variety of service contracts, subcontracts and consultant contracts in support of a social services program or division; provides a variety of technical support assistance and services to subcontractors. Minimum qualifications require one year professional experience in contract administration, budget management, planning, human services administration and a Bachelor's degree in Business or Public Administration or related field or equivalent background.

Grants & Contract Specialists are involved in subcontractor contract selection, negotiation, preparation, monitoring and administration, as well as providing training and technical assistance.

Grants & Contracts Specialist	$16.45-$19.15	28.5A	8.4%
Sr Grants & Contracts Specialist	$17.75-$20.75	30.5A	----
Grants & Contracts Spec Supvr	$19.53-$22.76	33.0A	-----

Management Systems Analyst: 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 organizational changes. Minimum qualifications are for 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 or equivalent background.

Management Systems Analysts work with management on their requirements as well as providing advice and service.

Mgmt Systems Analyst (Entry)	$17.09-$19.92	29.5A	14.3%
Mgmt Systems Analyst	$19.53-$22.76	33.0A	18.8%
Sr Mgmt Systems Analyst	$23.18-$27.03	37.5A	----

Personnel Analyst: Positions in this class perform work associated with the research, analysis, development and administration of centralized personnel programs and functions; including employee benefits, employment services, classification and compensation systems, and contract administration. Minimum qualifications are a Baccalaureate degree in Human Resource Management, Business or Public Administration, Social Sciences, or a related field and two years experience in professional personnel administration or equivalent background.

Personnel Analysts prepare a variety of documentation, RFPs and consultant contracts; testify and defend work in front of a variety of forums including the Civil Service Commission, arbitrations and legislative and executive offices; meets with labor unions, attorneys and other officials; and interpret and apply various laws, rules, regulations, contracts, policies and procedures.

Personnel Analyst Trainee	$18.08-$21.12	31.0A	7.8%
Personnel Analyst	$19.53-$22.76	33.0A	10.1%
Senior Personnel Analyst	$21.52-$25.05	35.5A	----

Personnel Specialist: Positions in this class perform varied, independent professional work in the personnel unit of an operating department using basic knowledge of public personnel management concepts, methods, practices and procedures and familiarity with the organizational design, major program elements and occupational characteristics of the department served. Minimum qualifications are a Baccalaureate degree in Social Sciences, Human Resource Management, Business Administration or related field and one year of responsible professional public personnel administration experience or equivalent background.

Personnel Specialists serve as intermediaries and liaison between various parties and interpret and apply various laws, rules, regulations, contracts, policies and procedures.

Personnel Specialist Trainee	$16.78-$19.53	29.0A	8.1%
Personnel Specialist	$18.08-$21.12	31.0A	7.8%

Senior Personnel Specialist	$19.53-$22.76	33.0A	----

Planning & Development Specialist: Under general supervision, positions in this class plan, design and implement research programs or strategies; research, analyze and evaluate data and prepare recommendations or alternatives in the development of physical development projects, new and revised services or programs, policies, issues or long range plans; maintain liaison with City departmental staff, other agencies, project managers, project review committees, businesses, community groups, advisory committees and the public to coordinate planning activities and to develop programs; and plans, implements and monitors programs and planning processes. Minimum qualifications are two 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 work; and a Baccalaureate degree in Planning, Urban Design, Environmental Studies, Public Administration, or related field or equivalent background.

Planning & Development Specialists coordinate the public involvement process and represents the department; reviews documents and statements to evaluate compliance; and prepares consultant contracts and coordinates and monitors their work.

Planning & Development Spec I	$18.80-$21.91	32.0A	7.9%
Planning & Development Spec II	$20.32-$23.65	34.0A	14.3%
Sr Plng & Dvlpmnt Spec	$23.18-$27.03	37.5A	----

Project Funding & Agreements Coordinator: This class plans and coordinates funding, budget and consultant activities related to capital improvement and other projects for capital improvement, block grant or other programs. Minimum qualifications are a Baccalaureate degree in Business or Public Administration, Finance, Economics or other field related to this work and two years of professional level experience in financial analysis, project management, grant administration, inter-agency agreements, contract administration or related work or equivalent background.

Project Funding and Agreements Coordinators negotiate, monitor and administer a variety of contracts and other agreements including the consultant selection process, negotiating financial and certain legal aspects of contracts, and preparing supplements to contracts; processes invoices, and identifies potential funding sources.

Project Fndng & Agrmnt Coord	$19.53-$22.76	33.0A	10.1%
Sr Project Fndng & Agrmnt Coord	$21.52-$25.05	35.5A	----

RECOMMENDATION

In light of the aforementioned recruitment and retention statistics, a salary adjustment for the Buyers' series would not appear to be warranted. However, The current salary rates and differentials between levels in the Buyers' series are listed below:

Assistant Buyer	$15.26-$17.09	25.5B	16.6%
Buyer	$17.09-$19.92	29.5A	16.4%
Senior Buyer	$19.92-$23.18	33.5A	32.6%
Principal Buyer	$26.51-$30.74	41.0A	-----

A review of the series' salary ranges shows excessive differentials (over 16%) in top steps between the levels in comparison with most of the other professional class series (8% to 10%). Excessive is the differential between the senior and principal levels- over 32%. In order to bring the salary rates for the Buyers' series both in alignment with itself and with other professional classes, the following rates are recommended for the entry, journey and senior Buyers titles:

Assistant Buyer	Range 29.5A	$17.09	$17.75	$18.44	$19.15	$19.92	14.3%
Buyer	Range 33.0A	$19.53	$20.32	$21.12	$21.91	$22.76	10.1%
Senior Buyer	Range 35.5A	$21.52	$22.30	$23.18	$24.12	$25.05	22.7%

Using the journey level Buyer as a starting point, I concur with the department's request to compensate it at the Range 33.0A level. This level is consistent with other journey level professional titles including Finance Analyst, Management Systems Analyst, Personnel Analyst and Project Funding and Agreements Coordinator. I also concur with the department's request to compensate the Assistant Buyer at Range 29.5A. The Assistant Buyer is a working trainee requiring substantial on-the-job experience and seasoning prior to becoming fully functional at the journey level. Based on their current average tenure of 2.5 years, this would enable incumbents to be at Step 4 of their range and allow them the opportunity to start at the second step of the Buyer level.

Instead of the requested Range 37.5A for the Senior Buyer class, I recommend Range 35.5A. In light of the recommended 33.0A for the journey level Buyer, Range 35.5A is consistent with the senior technical expert/lead level associated with other comparable professional class series, i.e.,

Senior Finance Analyst, Senior Personnel Analyst and Senior Project Funding and Agreements Coordinator.

These actions are effective October 1, 1995, which is the date the Department of Administrative Services commenced utilizing the Buyers series in such capacity.

APPROVED: Sarah Welch 5/1/97

Sarah Welch
Personnel Director

Date

SW: jw

SECTION 7

City of Seattle Executive Services Department
Personnel Division
MEMORANDUM

DATE: April 22, 1997

TO: Sarah Welch, Personnel Director

VIA: Lidia Santiesteban, Classification/Compensation Director

FROM: Jimmy Woo, Senior Personnel Analyst

SUBJECT: Supplement to Salary Report #971176

Based upon recent salary survey information, a revision to our original salary recommendation for the City Payroll Supervisor on Salary Report #971176 is warranted.

Data for the salary survey was obtained from seven local government jurisdictions. Comparisons were made against the minimum, midpoints and maximums of their respective salary ranges. Although the City of Seattle was competitive at the Minimum rate, we lagged behind at Midpoint and deteriorated further at the Maximum rate.

In light of these findings, it is proposed that the salary rate for the City Payroll Supervisor title be adjusted from Salary Range 36.5A to 38.5A. It is also recommended that this supplement supercede the original Range 37.5A recommendation of Salary Report #971176.

Recommendation

Salary Range 38.5A	$24.75	$25.70	$26.72	$27.73	$28.77

APPROVED

Sarah Welch 6/11/97

Sarah Welch
Personnel Director

Date

JW:jw

SECTION 10

City of Seattle Execu. e Services Department
Personnel Division

MEMORANDUM

DATE: June 12, 1997

TO: Sarah Welch, Personnel Director
VIA: Lidia Santiesteban, Classification/Compensation Director

FROM: Classification Review Team 2
Gail Thompson, Barbara Martin, Irene Ogunyemi I.O.

SUBJECT: Title Correction for Position #025457

This memo is to correct the allocation of Position #025457 to the title of Video Specialist Principal, which was legislated in the 4th Quarter 1996 Ordinance. The title should be corrected to read: Video Production Specialist, Principal.

I concur with the recommended title change listed above.

Sarah Welch, Personnel Director

6/12/97
Date

SECTION 11

CITY OF SEATTLE
EXECUTIVE SERVICES
DEPARTMENT
PERSONNEL DIVISION

CLASSIFICATION DETERMINATION REPORT

Date: May. 8, 1997 **Report No.:** 96-905A

POSITION IDENTIFICATION

Department: Housing and Human Services

Classification Title: Counselor CORRECTED REPORT

Ordinance Title: Counselor

Position Number: 022753

Bargaining Unit: 030 **Current Salary:** $18.37 - $21.42 **(Range:** NA)

RECOMMENDED ACTION

Classification Title: Systems Analyst

Ordinance Title: Systems Analyst

Legislation Required: Yes

Bargaining Unit: 034 **Recommended Salary:** $20.19. - $23.59 **(Range:** NA)

Remarks See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent: John Henry Alton

Current Standing: Programmer (ILO Counselor)

Recommended Standing: Systems Analyst

In recommended standing, incumbent status is:

[ ] Regular; [ ] Probationary: [X] Temporary.

Authority: Personnel Rule

[ ] 2.3.100; [ ] 2.3.200; [X] 2.3.300.

Remarks: "Corrected Report".

Recommended: Team 2 Classification/Compensation Analyst(s)

Approved: John Pearson Classification/Compensation Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

CITY OF SEATTLE
PERSONNEL
DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: Feb. 12, 1997 **Report No.:** 96-905

POSITION IDENTIFICATION

Department: Housing and Human Services

Classification Title: Programmer Analyst

Ordinance Title: Programmer Analyst

Position Number: 022753

Bargaining Unit: 030 **Current Salary:** $18.37 - $21.42 **(Range:** NA)

RECOMMENDED ACTION

Classification Title: Systems Analyst

Ordinance Title: Systems Analyst

Legislation Required: Yes

Bargaining Unit: 034 **Recommended Salary:** $20.19. - $23.59 **(Range:** NA)

Remarks See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:

Current Standing: Programmer Analyst (ILO Counselor)

Recommended Standing: Systems Analyst

In recommended standing, incumbent status is:

[ ] **Regular;** [ ] **Probationary:** [X] **Temporary.**

Authority: Personnel Rule

[ ] **2.3.100;** [ ] **2.3.200;** [X] **2.3.300.**

Remarks:

Recommended: Team 2 Classification/Compensation Analyst(s)

Approved: John Pearson Classification/Compensation Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

Source of Request and Position Identification:

This position was reviewed as a result of a Departmental request. Position #022753 is located in the Information Systems Unit, Aging Division of the Housing and Human Services Department. The Unit is responsible for managing the design, development, implementation and maintenance of the department's information systems; and for providing departmental data processing users with support for hardware and software.

Position History:

A copy of the position's history can be accessed via its Position History filed within the Personnel Division's Records Unit.

Scope of Review:

This review was conducted by Class/Comp Team 2, consisting of Barbara Martin, Irene Ogunyemi, and Gail Thompson. The review of the subject position included analysis of the following:

- Position Description Questionnaire (PDQ) submitted for this review;
- Team Two's review/analysis of subject position information;
- Programmer Analyst class specification #2100004, Systems Analyst class specification #2100504 and Management Systems Analyst class specification #2350004;
- 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 design, develop, implement, and maintain the department's information systems; and to provide user support for all software and hardware in the department.

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:

The position is budgeted as a Counselor and being filled in-lieu-of as a Programmer; and the departmental request is for the subject position to be reclassified to Management Systems Analyst (MSA). MSAs can be characterized as 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. They are responsible for establishing the flow of information, determining how and to whom it will travel, and interfacing with users and

Systems Analysts to design an organizational system that achieves maximum efficiency from an operational perspective.

The Management Systems Analyst classification is not appropriate for the subject position because according to the PDQ submitted for the request, 75% of the time, the subject position develops multi-user database applications, provides network and technical support, gathers information about the need for new/modified data base applications; analyzes the requirements for new systems; designs the data model, user-interface and report layouts; and troubleshoots hardware and software configuration problems. These duties and responsibilities are consistent with those outlined on the Systems Analyst class specification #2100504, which is the journey level within the Systems Analyst Group. The Class Summary for the journey level reads: "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."

We have determined from our analysis that the subject position actually performs functions such as evaluating existing data structure, creating structure and defining rules, analyzing the requirements for new systems; designing the data model, user-interface and report layouts; and troubleshooting hardware and software configuration problems, thus working in the technical capacity required for the Systems Analyst series. Conversely, the requested Management Systems Analyst series is responsible for establishing the flow of information, determining how and to whom it will travel, interfacing with users and systems analysts to design an organizational system that achieves maximum efficiency from an operational perspective, which is not the purpose of the subject position. Therefore, the appropriate allocation for the body of work of the subject position is Systems Analyst.

Recommendation:

Based on the evaluation of the duties and responsibilities of position #022753, we recommend that the subject position be reclassified to Systems Analyst. This action should be effective January 1, 1996, which represents the date management said incumbent assumed the duties and responsibilities of this position via a memo dated September 5, 1996.

SECTION 12

(Welch) F. 2/21, 2:30-4:10 HR

January 6, 1997

PERSONNEL DEPARTMENT
CLASSIFICATION/COMPENSATION ANALYSIS FOR
MANAGEMENT COMPENSATION REVIEW COMMITTEE

POSITION IDENTIFICATION:

Department (1996): Police

Department (1997): Police

Position: Police Records and Information Manager

Position Number: 015422 **1997 Budget Log Number:** N/A

Current Salary Range: 40.5A **Group:** N/A

Requested Title: Police Records and Information Services Director

Requested Salary:

CLASS/COMP RECOMMENDATION: *(See next page for details and analysis.)*

Recommended Title: Director V

Recommended Salary Range: 42.0A **Group:** 8

Effective Date: March 21, 1995

Legislation Required? Yes

MCRC APPROVAL:

X MCRC approves as recommended above.

____ MCRC approves as follows:

Title: _____

Salary Range: 42.0A **Group:** 8

Effective date: 3/21/95

Signature of MCRC Representative: [signature]

Date of MCRC Approval: _____

ANALYSIS:
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 non-existent title of Police Records and Information Services Director.

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.

This position was last reviewed for classification purposes in the 1992 Budget, whereby is was retitled from Police Records Manager (Range 39.0A) to its current title of Police Records and Information Manager (Range 40.5A). At that time, this position was responsible for managing a direct report Warehouser as well as subordinate supervisory personnel overseeing a Court Unit- Police Court Services Supervisor, Data Distribution Unit- Data Center Supervisor, and a Records Files Unit- Office Services Manager. The Records Section was responsible for criminal case preparation, subpoena service; records storage, files maintenance, dissemination of police information, impound records, data entry of police crime and arrest information into department, State and Federal systems, and the development and implementation of programs, policies and procedures for police records and information.

The reorganization transferred two additional functions under the subject position- the Evidence Section and the I.D.& Photo Lab Section. These sections are managed by a Sergeant and a Manager III respectively. The aforementioned functions, including those of the subject Police Records and Information Manager, were previously under the command of the Director of Records, Evidence and Identification (a Police Captain). This Captain position has since been abrogated and these two functions are now under the management of the subject position.

The position incumbent provided an internal department memo with the position description questionnaire reiterating that her position has assumed functions previously under the command of the Captain, and she therefore is entitled to be paid at the Captain's rate of pay given the newly expanded scope of responsibilities for her position. The incumbent is referring to Article 3.7 of the labor agreement between the City of Seattle and the Seattle Police Management Association whereby out-of-class pay at the first step of the Captain's salary range was granted the position incumbent during the Captain's absence. In light of the abrogated Captain's position, the incumbent feels she is now performing as the acting commander on a permanent basis and should be paid no less than the rate she received while working out-of-class. Specifically, the incumbent states the former Captain was paid at salary range 46.5 to 47.5 which is equivalent to the Director of Communications and her position should receive no less than range 47.0 for performing the same work. (Note: The 1995 salary range for both Captain and Police Communications Director is $34.14-$35.53-$36.99 which is equivalent approximately to range 47.0C.) The Police Department management also

believes this position has been and will continue to be equal to the Director of Communications.

The application of the SPMA contract regarding the out-of-class pay policy for the Captain's position in the Records Division is rendered moot in light of its abrogation. Historically, civilian classifications are not compared with uniformed positions in establishing civilian salaries. For purposes of this review, we will not consider the Records Division's Captain or the Police Communications Director (a uniformed position) for comparative purposes.

Whether through a civilianization effort or otherwise, a classification review for a non-uniformed position with a uniformed superior and/or subordinates requires an independent assessment so as not to be impacted by a uniformed position's salary which is established through the collective bargaining process and outside the administration of the classified service.

The accretion of the Evidence and I.D. & Photo Lab sections under the subject position's management does expand the functional scope of the position somewhat. However, the Police Records and Information Manager's classification level is sufficiently above that of its subordinate supervisory staff. Within the City's management structure, compression is not an issue for this position. The classification and compensation level of the Police Records and Information Manager is appropriate and adequate given the subordinate composition and should therefore be maintained.

ADDENDUM

Based on a meeting between management of the Police and Personnel Departments and a follow-up reconsideration hearing on this position, the Reconsideration Board recommended that this position be made exempt from the classified service and retitled to Director V. This action should be made effective March 21, 1995, the date that the reorganization of the Police Department took place.

Submitted by the Classification/Compensation Review Team

Approved:

Lidia Santiesteban 2/14/97 — Date
Classification/Compensation Director

Tim Croll 2/19/97 — Date
Personnel Services Administrator

ATTACHMENT B

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 2/97 **Report Number:** 95-910
Department: City Light **Effective Date:** 30 days after adopted date of 2nd Qtr Ord

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 1997 Rate
Current Year Ends **12/31/97**	**Office Automation Coordinator (Range: 31.0C)**	$ 21.67	**Training & Education Coordinator (Range: 31.0A)**	$ 21.67	$0.00	5	$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: 2/97
Department: City Light

Report Number: 96-874
Effective Date: 2/20/97

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 1997 Rate
Current Year Ends **12/31/97**	**Electrical Engineer, Senior (Range: N/A)**	$ 29.10	**Civil Engineering Speciliast, Supervisor (Range: N/A)**	$ 28.58	$0.52	11	$995.28	$1,085.76
Subtotal							**$995.28**	**$1,085.76**
Plus 16.56% for Benefits							$164.82	$179.80
Cost Estimate Per Position							**$1,160.10**	**$1,265.56**
Number of Positions							1	1
Total Cost Estimate							**$1,160.10**	**$1,265.56**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 2/97
Department: City Light

Report Number: 96-800
Effective Date: 11/30/93

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 1997 Rate
Current Year Ends **12/31/97**	**Systems Analyst, Senior (Range: 37.5A)**	$ 27.70	**Systems Analyst (Range: N/A)**	$ 23.59	$4.11	12	$8,581.68	$8,581.68
Previous Year: **1996**		$ 27.03		$ 22.99	$4.04	12	$8,435.52	
Previous Year: **1995**		$ 26.27		$ 22.34	$3.93	12	$8,205.84	
Previous Year: **1994**		$ 25.38		$ 21.57	$3.81	12	$7,955.28	
Previous Year: **1993**		$ 24.79		$ 21.07	$3.72	2	$1,294.56	
Subtotal							**$34,472.88**	**$8,581.68**
Plus 16.56% for Benefits							$5,708.71	$1,421.13
Cost Estimate Per Position							**$40,181.59**	**$10,002.81**
Number of Positions							1	1
Total Cost Estimate							**$40,181.59**	**$10,002.81**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 2/97
Department: 96-895A

Report Number: 96-895A
Effective Date: 10/7/96

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 1997 Rate
Current Year Ends **12/31/97**	**Apprenticeship Coordinator (Range: 31.0A)**	$ 21.67	**Training and Education Coordinator (Range: 31.0A)**	$ 21.67	$0.00	12	$0.00	$0.00
Previous Year: **1996**		$ 21.12		$ 21.12	$0.00	3	$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: 2/97
Department: City Light

Report Number: 96-0901
Effective Date: 1/22/95

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 1997 Rate
Current Year Ends **12/31/97**	**Gardener (Range: 22.5C)**	$ 15.66	**Gardener, Assistant (Range: 19.5C)**	$ 14.00	$1.66	12	$3,466.08	$3,466.08
Previous Year: **1996**		$ 15.26		$ 13.65	$1.61	12	$3,361.68	
Previous Year: **1995**		$ 14.83		$ 13.27	$1.56	12	$3,257.28	
Subtotal							**$10,085.04**	**$3,466.08**
Plus 16.56% for Benefits							$1,670.08	$573.98
Cost Estimate Per Position							**$11,755.12**	**$4,040.06**
Number of Positions							1	1
Total Cost Estimate							**$11,755.12**	**$4,040.06**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 2/97
Department: City Light

Report Number: 96-1057
Effective Date: 10/21/96

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 1997 Rate
Current Year Ends **12/31/97**	**Claims Adjuster I (Range: 29.5A)**	$ 20.44	**Accounting Technician III-BU (Range: 25.0B)**	$ 17.22	$3.22	12	$6,723.36	$6,723.36
Previous Year: **1996**		$ 19.92		$ 16.78	$3.14	3	$1,639.08	
Subtotal							**$8,362.44**	**$6,723.36**
Plus 16.56% for Benefits							$1,384.82	$1,113.39
Cost Estimate Per Position							**$9,747.26**	**$7,836.75**
Number of Positions							1	1
Total Cost Estimate							**$9,747.26**	**$7,836.75**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 2/97
Department: City Light

Report Number: 97-1174
Effective Date: 6/1/95

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 1997 Rate
Current Year Ends **12/31/97**	**Electrical Engineering Specialist, Assistant (Range: N/A)**	$ 22.71	**Civil Engineering Specialist, Assistant III (Range: N/A)**	$ 22.71	$0.00	12	$0.00	$0.00
Previous Year: **1996**		$ 22.13		$ 22.13	$0.00	12	$0.00	
Previous Year: **1995**		$ 21.51		$ 21.51	$0.00	7	$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: 2/97
Department: City Light

Report Number: 97-1281
Effective Date: 5/27/97

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 1997 Rate
Current Year Ends **12/31/97**	**Building Project Coordinator (Range 35.5A)**	$ 25.70	**Architectural Project Coordinator (Range: 35.5A)**	$ 25.70	$0.00	8	$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							2	2
Total Cost Estimate							**$0.00**	**$0.00**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 2/97
Department: City Light

Report Number: 97-1182
Effective Date: 5/3/94

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 1997 Rate
Current Year Ends **12/31/97**	**Power Dispatcher, Senior (Range: N/A)**	$ 31.73	**Power Dispatcher (Range: N/A)**	$ 28.85	$2.88	12	$6,013.44	$6,013.44
Previous Year: **1996**		$ 31.02		$ 28.20	$2.82	12	$5,888.16	
Previous Year: **1995**		$ 30.23		$ 27.48	$2.75	12	$5,742.00	
Previous Year: **1994**		$ 28.72		$ 26.11	$2.61	8	$3,633.12	
Subtotal							**$21,276.72**	**$6,013.44**
Plus 16.56% for Benefits							$3,523.42	$995.83
Cost Estimate Per Position							**$24,800.14**	**$7,009.27**
Number of Positions							1	1
Total Cost Estimate							**$24,800.14**	**$7,009.27**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 2/97
Department: City Light

Report Number: 97-1193
Effective Date: 6/24/96

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 1997 Rate
Current Year Ends **12/31/97**	**Electrical Sales Order Processor (Range: N/A)**	$ 14.28	**Administrative Support Assistant (Range: 18.0B)**	$ 13.26	$1.02	12	$2,129.76	$2,129.76
Previous Year: **1996**		$ 13.92		$ 12.92	$1.00	7	$1,218.00	
Subtotal							**$3,347.76**	**$2,129.76**
Plus 16.56% for Benefits							$554.39	$352.69
Cost Estimate Per Position							**$3,902.15**	**$2,482.45**
Number of Positions							1	1
Total Cost Estimate							**$3,902.15**	**$2,482.45**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 2/97
Department: City Light

Report Number: 97-1275
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 1997 Rate
Current Year Ends **12/31/97**	**Capital Projects Coordinator (Range: N/A)**	$ 26.73	**Civil Engineering Specialist, Assistant III (Range: N/A)**	$ 22.71	$4.02	12	$8,393.76	$8,393.76
Previous Year: **1996**		$ 26.05		$ 22.13	$3.92	12	$8,184.96	
Previous Year: **1995**		$ 25.32		$ 21.51	$3.81	12	$7,955.28	
Subtotal							**$24,534.00**	**$8,393.76**
Plus 16.56% for Benefits							$4,062.83	$1,390.01
Cost Estimate Per Position							**$28,596.83**	**$9,783.77**
Number of Positions							1	1
Total Cost Estimate							**$28,596.83**	**$9,783.77**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 2/97
Department: City Light

Report Number: 97-1281
Effective Date: 5/27/97

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 1997 Rate
Current Year Ends **12/31/97**	**Building Project Coordinator (Range 35.5A)**	$ 25.70	**Architectural Project Coordinator (Range: 35.5A)**	$ 25.70	$0.00	8	$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: 2/97
Department: City Light

Report Number: 97-1286
Effective Date: 30 days after passage of ord.

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 1997 Rate
Current Year Ends **12/31/97**	**Administrative Specialist II-BU (Range: 22.5B)**	$ 15.66	**Administrative Specialist I-BU (Range: 20.5B)**	$ 14.51	$1.15	4	$800.40	$2,401.20
Subtotal							**$800.40**	**$2,401.20**
Plus 16.56% for Benefits							$132.55	$397.64
Cost Estimate Per Position							**$932.95**	**$2,798.84**
Number of Positions							1	1
Total Cost Estimate							**$932.95**	**$2,798.84**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 2/97
Department: Engineering/Seattle Public Utilities

Report Number: 96-837A
Effective Date: 1/1/97

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 1997 Rate
Current Year Ends **12/31/97**	**Administrative Staff Analyst (Range: 33.0A)**	$ 23.35	**Administrative Staff Assistant (Range: 29.5A)**	$ 20.44	$2.91	12	$6,076.08	$6,076.08
Subtotal							**$6,076.08**	**$6,076.08**
Plus 16.56% for Benefits							$1,006.20	$1,006.20
Cost Estimate Per Position							**$7,082.28**	**$7,082.28**
Number of Positions							1	1
Total Cost Estimate							**$7,082.28**	**$7,082.28**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 2/97
Department: Engineering (Transportation)

Report Number: 96-902
Effective Date: 1/22/95

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 1997 Rate
Current Year Ends **12/31/97**	**Gardener (Range: 22.5C)**	$ 15.66	**Gardener, Assistant (Range: 19.5C)**	$ 14.00	$1.66	12	$3,466.08	$3,466.08
Previous Year: **1996**		$ 15.26		$ 13.65	$1.61	12	$3,361.68	
Previous Year: **1995**		$ 14.83		$ 13.27	$1.56	12	$3,257.28	
Subtotal							**$10,085.04**	**$3,466.08**
Plus 16.56% for Benefits							$1,670.08	$573.98
Cost Estimate Per Position							**$11,755.12**	**$4,040.06**
Number of Positions							5	5
Total Cost Estimate							**$58,775.61**	**$20,200.31**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 2/97
Department: Ethics & Elections Commission

Report Number: 97-1264
Effective Date: 4/11/97

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 1997 Rate
Current Year Ends **12/31/97**	**Management Systems Analyst, Senior (Range: 37.5A)**	$ 27.73	**Management Systems Analyst, Entry (Range: 29.5A)**	$ 20.44	$7.29	9	$11,416.14	$15,221.52
Subtotal							**$11,416.14**	**$15,221.52**
Plus 16.56% for Benefits							$1,890.51	$2,520.68
Cost Estimate Per Position							**$13,306.65**	**$17,742.20**
Number of Positions							1	1
Total Cost Estimate							**$13,306.65**	**$17,742.20**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 2/97 **Report Number:** 97-1258
Department: Executive Services (Administrative Services) **Effective Date:** 7/1/97

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 1997 Rate
Current Year Ends **12/31/97**	**Rates Management Analyst (Range: 37.5A)**	$ 27.73	**Finance Analyst-DAS (Range: N/A)**	$ 26.27	$1.46	6	$1,524.24	$3,048.48
Subtotal							**$1,524.24**	**$3,048.48**
Plus 16.56% for Benefits							$252.41	$504.83
Cost Estimate Per Position							**$1,776.65**	**$3,553.31**
Number of Positions							1	1
Total Cost Estimate							**$1,776.65**	**$3,553.31**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 2/97
Department: Executive Services

Report Number: 971164
Effective Date: 12/24/96

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 1997 Rate
Current Year Ends **12/31/97**	**Management Systems Analyst (Range: 33.0A)**	$ 23.35	**Accountant, Senior (Range: 31.0B)**	$ 21.67	$1.68	12	$3,507.84	$3,507.84
Previous Year: **1996**		$ 22.76		$ 21.12	$1.64	1	$285.36	
Subtotal							**$3,793.20**	**$3,507.84**
Plus 16.56% for Benefits							$628.15	$580.90
Cost Estimate Per Position							**$4,421.35**	**$4,088.74**
Number of Positions							1	1
Total Cost Estimate							**$4,421.35**	**$4,088.74**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 2/97
Department: Executive Services

Report Number: 97-1194
Effective Date: 2/18/97

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 1997 Rate
Current Year Ends **12/31/97**	**Human Services Analyst (Range: 33.0)**	$ 23.35	**Buyer (Range: 29.5)**	$ 20.44	$2.91	11	$5,569.74	$6,076.08
Subtotal							**$5,569.74**	**$6,076.08**
Plus 16.56% for Benefits							$922.35	$1,006.20
Cost Estimate Per Position							**$6,492.09**	**$7,082.28**
Number of Positions							1	1
Total Cost Estimate							**$6,492.09**	**$7,082.28**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 2/97
Department: Executive Services

Report Number: 97-1214
Effective Date: 10/30/96

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 1997 Rate
Current Year Ends **12/31/97**	**Finance Analyst, Senior (Range: 35.5A)**	$ 25.70	**Accountant, Senior (Range: 31.0B)**	$ 21.67	$4.03	12	$8,414.64	$8,414.64
Previous Year: **1996**		$ 22.76		$ 21.12	$1.64	3	$856.08	
							$0.00	
							$0.00	
							$0.00	
Subtotal							**$9,270.72**	**$8,414.64**
Plus 16.56% for Benefits							$1,535.23	$1,393.46
Cost Estimate Per Position							**$10,805.95**	**$9,808.10**
Number of Positions							1	1
Total Cost Estimate							**$10,805.95**	**$9,808.10**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 2/97
Department: Executive Services

Report Number: 971215
Effective Date: 1/12/95

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 1997 Rate
Current Year Ends **12/31/97**	**Management Systems Analyst (Range: 33.0A)**	$ 23.35	**Accountant, Senior (Range: 31.0B)**	$ 21.67	$1.68	12	$3,507.84	$3,507.84
Previous Year: **1996**		$ 22.76		$ 21.12	$1.64	12	$3,424.32	
Previous Year: **1995**		$ 22.12		$ 20.52	$1.60	12	$3,340.80	
Subtotal							**$10,272.96**	**$3,507.84**
Plus 16.56% for Benefits							$1,701.20	$580.90
Cost Estimate Per Position							**$11,974.16**	**$4,088.74**
Number of Positions							1	1
Total Cost Estimate							**$11,974.16**	**$4,088.74**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 2/97
Department: Executive Services (Administrative Services)

Report Number: 97-1248
Effective Date: 7/1/97

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 1997 Rate
Current Year Ends **12/31/97**	**Rates Management Analyst, Senior (Range: 38.5A)**	$ 28.77	**Finance Analyst-DAS (Range: N/A)**	$ 28.64	$0.13	6	$135.72	$271.44
Subtotal							**$135.72**	**$271.44**
Plus 16.56% for Benefits							$22.48	$44.95
Cost Estimate Per Position							**$158.20**	**$316.39**
Number of Positions							1	1
Total Cost Estimate							**$158.20**	**$316.39**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 2/97
Department: Executive Services (DAS)

Report Number: 97-1255
Effective Date: 7/1/97

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 1997 Rate
Current Year Ends **12/31/97**	**Manager I (Range: 36.5)**	$ 26.72	**Finance Analyst-DAS (Range: N/A)**	$ 25.23	$1.49	6	$1,555.56	$3,111.12
Subtotal							**$1,555.56**	**$3,111.12**
Plus 16.56% for Benefits							$257.60	$515.20
Cost Estimate Per Position							**$1,813.16**	**$3,626.32**
Number of Positions							1	1
Total Cost Estimate							**$1,813.16**	**$3,626.32**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 2/97
Department: Executive Services (DAS)

Report Number: 97-1256
Effective Date: 7/1/97

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 1997 Rate
Current Year Ends **12/31/97**	**Management Systems Analyst, Senior (Range: 37.5)**	$ 27.73	**Management and Planning Analyst-DAS (Range: N/A)**	$ 25.63	$2.10	6	$2,192.40	$4,384.80
Subtotal							**$2,192.40**	**$4,384.80**
Plus 16.56% for Benefits							$363.06	$726.12
Cost Estimate Per Position							**$2,555.46**	**$5,110.92**
Number of Positions							1	1
Total Cost Estimate							**$2,555.46**	**$5,110.92**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 2/97
Department: Executive Services (DAS)

Report Number: 97-1257
Effective Date: 7/1/97

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 1997 Rate
Current Year Ends **12/31/97**	**Systems Analyst, Senior (Range: 37.5A)**	$ 27.73	**Finance Analyst-DAS (Range: N/A)**	$ 28.99	($1.26)	6	($1,315.44)	($2,630.88)
Subtotal							**($1,315.44)**	**($2,630.88)**
Plus 16.56% for Benefits							($217.84)	($435.67)
Cost Estimate Per Position							**($1,533.28)**	**($3,066.55)**
Number of Positions							1	1
Total Cost Estimate							**($1,533.28)**	**($3,066.55)**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 2/97
Department: Executive Services (DAS)

Report Number: 97-1259
Effective Date: 7/1/97

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 1997 Rate
Current Year Ends **12/31/97**	**Finance Analyst, Senior (Range: 35.5A)**	$ 25.70	**Finance Analyst-DAS (Range: N/A)**	$ 23.90	$1.80	6	$1,879.20	$3,758.40
Subtotal							**$1,879.20**	**$3,758.40**
Plus 16.56% for Benefits							$311.20	$622.39
Cost Estimate Per Position							**$2,190.40**	**$4,380.79**
Number of Positions							1	1
Total Cost Estimate							**$2,190.40**	**$4,380.79**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 2/97
Department: Executive Services (DAS)

Report Number: 97-1260
Effective Date: 7/1/97

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 1997 Rate
Current Year Ends **12/31/97**	**Management Systems Analyst, Senior (Range: 37.5)**	$ 27.73	**Finance Analyst-DAS (Range: N/A)**	$ 29.87	($2.14)	6	($2,234.16)	($4,468.32)
Subtotal							**($2,234.16)**	**($4,468.32)**
Plus 16.56% for Benefits							($369.98)	($739.95)
Cost Estimate Per Position							**($2,604.14)**	**($5,208.27)**
Number of Positions							1	1
Total Cost Estimate							**($2,604.14)**	**($5,208.27)**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 2/97
Department: Executive Services (DAS)

Report Number: 97-1261
Effective Date: 7/1/97

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 1997 Rate
Current Year Ends **12/31/97**	**Executive Assistant (Range: 37.5A)**	$ 27.73	**Management Systems Analyst-DAS (Range: N/A)**	$ 28.36	($0.63)	6	($657.72)	($1,315.44)
Subtotal							**($657.72)**	**($1,315.44)**
Plus 16.56% for Benefits							($108.92)	($217.84)
Cost Estimate Per Position							**($766.64)**	**($1,533.28)**
Number of Positions							1	1
Total Cost Estimate							**($766.64)**	**($1,533.28)**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 2/97
Department: Executive Services (DAS)

Report Number: 97-1262
Effective Date: 7/1/97

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 1997 Rate
Current Year Ends **12/31/97**	**Administrative Staff Analyst (Range: 33.0A)**	$ 23.35	**Management Systems Analyst-DAS (Range: N/A)**	$ 23.38	($0.03)	6	($31.32)	($62.64)
Subtotal							**($31.32)**	**($62.64)**
Plus 16.56% for Benefits							($5.19)	($10.37)
Cost Estimate Per Position							**($36.51)**	**($73.01)**
Number of Positions							1	1
Total Cost Estimate							**($36.51)**	**($73.01)**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 2/97
Department: Executive Services (DAS)

Report Number: 97-1263
Effective Date: 7/1/97

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 1997 Rate
Current Year Ends **12/31/97**	**Administrative Staff Analyst (Range: 33.0A)**	$ 23.35	**Management Systems Analyst-DAS (Range: N/A)**	$ 23.91	($0.56)	6	($584.64)	($1,169.28)
Subtotal							**($584.64)**	**($1,169.28)**
Plus 16.56% for Benefits							($96.82)	($193.63)
Cost Estimate Per Position							**($681.46)**	**($1,362.91)**
Number of Positions							1	1
Total Cost Estimate							**($681.46)**	**($1,362.91)**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 2/97
Department: Executive Services (DAS)

Report Number: 97-1265
Effective Date: 7/1/97

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 1997 Rate
Current Year Ends **12/31/97**	**Finance Analyst, Senior (Range: 35.5A)**	$ 25.70	**Finance Analyst-DAS (Range: N/A)**	$ 23.90	$1.80	6	$1,879.20	$3,758.40
Subtotal							**$1,879.20**	**$3,758.40**
Plus 16.56% for Benefits							$311.20	$622.39
Cost Estimate Per Position							**$2,190.40**	**$4,380.79**
Number of Positions							1	1
Total Cost Estimate							**$2,190.40**	**$4,380.79**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 2/97
Department: Executive Services (DAS)

Report Number: 97-1266
Effective Date: 7/1/97

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 1997 Rate
Current Year Ends **12/31/97**	**Finance Analyst (Range: 33.0)**	$ 23.35	**Finance Analyst-DAS (Range: N/A)**	$ 22.45	$0.90	6	$939.60	$1,879.20
Subtotal							**$939.60**	**$1,879.20**
Plus 16.56% for Benefits							$155.60	$311.20
Cost Estimate Per Position							**$1,095.20**	**$2,190.40**
Number of Positions							1	1
Total Cost Estimate							**$1,095.20**	**$2,190.40**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 2/97
Department: Executive Services

Report Number: 97-1281
Effective Date: 5/27/97

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 1997 Rate
Current Year Ends **12/31/97**	**Building Project Coordinator (Range 35.5A)**	$ 25.70	**Architectural Project Coordinator (Range: 35.5A)**	$ 25.70	$0.00	8	$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							4	4
Total Cost Estimate							**$0.00**	**$0.00**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 2/97
Department: Executive Services (DAS)

Report Number: 97-1284
Effective Date: 7/1/97

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 1997 Rate
Current Year Ends **12/31/97**	**Finance Analyst, Senior (Range: 35.5A)**	$ 25.70	**Finance Analyst-DAS (Range: N/A)**	$ 22.88	$2.82	6	$2,944.08	$5,888.16
Subtotal							**$2,944.08**	**$5,888.16**
Plus 16.56% for Benefits							$487.54	$975.08
Cost Estimate Per Position							**$3,431.62**	**$6,863.24**
Number of Positions							1	1
Total Cost Estimate							**$3,431.62**	**$6,863.24**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 2/97
Department: Parks & Recreation

Report Number: 95-921
Effective Date: 12/21/94

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 1997 Rate
Current Year Ends **12/31/97**	**Recreation Program Specialist (Range: 27.0A)**	$ 18.55	**Recreation Leader (Range: N/A)**	$ 16.68	$1.87	12	$3,904.56	$3,904.56
Previous Year: **1996**		$ 18.08		$ 16.26	$1.82	12	$3,800.16	
Previous Year: **1995**		$ 17.57		$ 15.80	$1.77	12	$3,695.76	
Previous Year: **1994**		$ 16.98		$ 15.27	$1.71	1	$297.54	
Subtotal							**$11,698.02**	**$3,904.56**
Plus 16.56% for Benefits							$1,937.19	$646.60
Cost Estimate Per Position							**$13,635.21**	**$4,551.16**
Number of Positions							6	6
Total Cost Estimate							**$81,811.27**	**$27,306.93**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 2/97
Department: Parks & Recreation

Report Number: 96-903
Effective Date: 1/1/97

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 1997 Rate
Current Year Ends **12/31/97**	**Gardener (Range: 22.5C)**	$ 15.66	**Gardener, Assistant (Range: 19.5C)**	$ 14.00	$1.66	12	$3,466.08	$3,466.08
Subtotal							**$3,466.08**	**$3,466.08**
Plus 16.56% for Benefits							$573.98	$573.98
Cost Estimate Per Position							**$4,040.06**	**$4,040.06**
Number of Positions							13	13
Total Cost Estimate							**$52,520.82**	**$52,520.82**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 2/97
Department: Police

Report Number: 97-1159
Effective Date: 12/26/96

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 1997 Rate
Current Year Ends **12/31/97**	**Administrative Staff Assistant (Range: 26.0C)**	$ 20.44	**Administrative Secretary (Range: 26.0C)**	$ 17.86	$2.58	12	$5,387.04	$5,387.04
Previous Year: **1996**		$ 19.92		$ 17.41	$2.51	1	$436.74	
Subtotal							**$5,823.78**	**$5,387.04**
Plus 16.56% for Benefits							$964.42	$892.09
Cost Estimate Per Position							**$6,788.20**	**$6,279.13**
Number of Positions							1	1
Total Cost Estimate							**$6,788.20**	**$6,279.13**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 2/97
Department: Police

Report Number: 97-1161
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 1997 Rate
	Personnel Specialist (Range: 31.0A)		**Employment Specialist (Range: 27.5A)**					
Current Year Ends **12/31/97**		$ 21.67		$ 18.92	$2.75	12	$5,742.00	$5,742.00
Previous Year: **1996**		$ 21.12		$ 18.44	$2.68	12	$5,595.84	
Previous Year: **1995**		$ 20.52		$ 17.92	$2.60	10	$4,524.00	
Subtotal							**$15,861.84**	**$5,742.00**
Plus 16.56% for Benefits							$2,626.72	$950.88
Cost Estimate Per Position							**$18,488.56**	**$6,692.88**
Number of Positions							1	1
Total Cost Estimate							**$18,488.56**	**$6,692.88**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 2/97
Department: Seattle Center

Report Number: 97-1229
Effective Date: 3/24/97

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 1997 Rate
Current Year Ends **12/31/97**	**Systems, Analyst, Senior (Range: 37.5A)**	$ 27.73	**Data Processing Systems Analyst (Range: N/A)**	$ 23.59	$4.14	10	$7,203.60	$8,644.32
Subtotal							**$7,203.60**	**$8,644.32**
Plus 16.56% for Benefits							$1,192.92	$1,431.50
Cost Estimate Per Position							**$8,396.52**	**$10,075.82**
Number of Positions							1	1
Total Cost Estimate							**$8,396.52**	**$10,075.82**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 2/97
Department: Seattle Public Utilities

Report Number: 96-817
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 1997 Rate
Current Year Ends **12/31/97**	**Systems, Analyst (Range: N/A)**	$ 23.59	**Cartographer, Senior (Range: N/A)**	$ 22.71	$0.88	12	$1,837.44	$1,837.44
Previous Year: **1996**		$ 22.99		$ 22.13	$0.86	12	$1,795.68	
Previous Year: **1995**		$ 22.34		$ 21.51	$0.83	4	$577.68	
Subtotal							**$4,210.80**	**$1,837.44**
Plus 16.56% for Benefits							$697.31	$304.28
Cost Estimate Per Position							**$4,908.11**	**$2,141.72**
Number of Positions							1	1
Total Cost Estimate							**$4,908.11**	**$2,141.72**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 2/97
Department: Seattle Public Utilities

Report Number: 97-1201
Effective Date: 3/4/97

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 1997 Rate
Current Year Ends **12/31/97**	**Systems Analyst, Senior (Range: 37.5A)**	$ 27.73	**Systems Analyst (Range: N/A)**	$ 23.59	$4.14	10	$7,203.60	$8,644.32
Subtotal							**$7,203.60**	**$8,644.32**
Plus 16.56% for Benefits							$1,192.92	$1,431.50
Cost Estimate Per Position							**$8,396.52**	**$10,075.82**
Number of Positions							1	1
Total Cost Estimate							**$8,396.52**	**$10,075.82**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 2/97
Department: Seattle Public Utilities

Report Number: 97-1231
Effective Date: 2/5/97

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 1997 Rate
Current Year Ends **12/31/97**	**Water Laboratory Assistant, Senior (Range: 24.0A)**	$ 16.57	**Water Laboratory Assistant (Range: 17.5A)**	$ 13.01	$3.56	11	$6,813.84	$7,433.28
Subtotal							**$6,813.84**	**$7,433.28**
Plus 16.56% for Benefits							$1,128.37	$1,230.95
Cost Estimate Per Position							**$7,942.21**	**$8,664.23**
Number of Positions							1	1
Total Cost Estimate							**$7,942.21**	**$8,664.23**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 2/97
Department: Seattle Public Utilities

Report Number: 97-1232
Effective Date: 8/2/96

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 1997 Rate
Current Year Ends **12/31/97**	**Civil Engineer, Senior (Range: N/A)**	$ 29.10	**Civil Engineer Associate (Range: N/A)**	$ 25.97	$3.13	12	$6,535.44	$6,535.44
Previous Year: **1996**		$ 28.36		$ 25.31	$3.05	5	$2,653.50	
Subtotal							**$9,188.94**	**$6,535.44**
Plus 16.56% for Benefits							$1,521.69	$1,082.27
Cost Estimate Per Position							**$10,710.63**	**$7,617.71**
Number of Positions							1	1
Total Cost Estimate							**$10,710.63**	**$7,617.71**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 2/97
Department: Seattle Public Utilities

Report Number: 97-1253
Effective Date: 4/13/97

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 1997 Rate
Current Year Ends **12/31/97**	**Water Pipe Crew Chief (Range: 32.5A)**	$ 22.88	**Water Pipe Worker (Range: N/A)**	$ 17.97	$4.91	9	$7,689.06	$10,252.08
Subtotal							**$7,689.06**	**$10,252.08**
Plus 16.56% for Benefits							$1,273.31	$1,697.74
Cost Estimate Per Position							**$8,962.37**	**$11,949.82**
Number of Positions							1	1
Total Cost Estimate							**$8,962.37**	**$11,949.82**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 2/97
Department: Seattle Public Utilities

Report Number: 97-1254
Effective Date: 3/12/97

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 1997 Rate
Current Year Ends **12/31/97**	**Project Fund & Agreement Coord. (Range: 33.0A)**	$ 23.35	**Grants & Contracts Specialist, Senior (Range: 30.5A)**	$ 21.29	$2.06	9	$3,225.96	$4,301.28
	Project Fund & Agreement Coord. (Range: 33.0A)	$ 23.35	**Management Systems Analyst (Range: 33.0A)**	$ 23.35	$0.00	9	$0.00	
Subtotal							**$3,225.96**	**$4,301.28**
Plus 16.56% for Benefits							$534.22	$712.29
Cost Estimate Per Position							**$3,760.18**	**$5,013.57**
Number of Positions							1	1
Total Cost Estimate							**$3,760.18**	**$5,013.57**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 2/97
Department: Seattle Public Utilities

Report Number: 97-1272
Effective Date: 3/31/97

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 1997 Rate
Current Year Ends **12/31/97**	**Civil Engineer, Associate (Range: N/A)**	$ 25.97	**Civil Engineering Specialist, Assistant II (Range: N/A)**	$ 20.91	$5.06	10	$8,804.40	$10,565.28
Subtotal							**$8,804.40**	**$10,565.28**
Plus 16.56% for Benefits							$1,458.01	$1,749.61
Cost Estimate Per Position							**$10,262.41**	**$12,314.89**
Number of Positions							1	1
Total Cost Estimate							**$10,262.41**	**$12,314.89**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 2/97
Department: Seattle Public Utilities

Report Number: 97-1273
Effective Date: 4/12/96

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 1997 Rate
Current Year Ends **12/31/97**	**Solid Waste Field Rep Supv (Range: N/A)**	$ 24.52	**Solid Waste Field Rep, Lead (Range: N/A)**	$ 22.71	$1.81	12	$3,779.28	$3,779.28
Previous Year: **1996**		$ 23.90		$ 22.13	$1.77	9	$2,771.82	
Subtotal							**$6,551.10**	**$3,779.28**
Plus 16.56% for Benefits							$1,084.86	$625.85
Cost Estimate Per Position							**$7,635.96**	**$4,405.13**
Number of Positions							1	1
Total Cost Estimate							**$7,635.96**	**$4,405.13**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 2/97
Department: Seattle Public Utilities

Report Number: 97-1279
Effective Date: 1/1/97

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 1997 Rate
Current Year Ends **12/31/97**	**Administrative Specialist I-BU (Range: 20.5B)**	$ 14.51	**Administrative Support Assistant (Range: 18.0B)**	$ 13.26	$1.25	12	$2,610.00	$2,610.00
Subtotal							**$2,610.00**	**$2,610.00**
Plus 16.56% for Benefits							$432.22	$432.22
Cost Estimate Per Position							**$3,042.22**	**$3,042.22**
Number of Positions							1	1
Total Cost Estimate							**$3,042.22**	**$3,042.22**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 2/97
Department: Transportation

Report Number: 96-1101
Effective Date: 1/1/97

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 1997 Rate
Current Year Ends **12/31/97**	**Accounting Technician II (Range: 22.5B)**	$ 15.66	**Data Technician Supervisor (Range: 25.5A)**	$ 17.53	($1.87)	12	($3,904.56)	($3,904.56)
Subtotal							**($3,904.56)**	**($3,904.56)**
Plus 16.56% for Benefits							($646.60)	($646.60)
Cost Estimate Per Position							**($4,551.16)**	**($4,551.16)**
Number of Positions							1	1
Total Cost Estimate							**($4,551.16)**	**($4,551.16)**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 2/97
Department: Water (Seattle Public Utilities)

Report Number: 96-889
Effective Date: 5/13/96

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 1997 Rate
Current Year Ends **12/31/97**	**Grounds Equipment Mechanic, Senior (Range: 28.0C)**	$ 19.29	**Watershed Contract Compliance Coord. (Range: N/A)**	$ 18.92	$0.37	12	$772.56	$772.56
Previous Year: **1996**		$ 18.80		$ 18.44	$0.36	8	$501.12	
Subtotal							**$1,273.68**	**$772.56**
Plus 16.56% for Benefits							$210.92	$127.94
Cost Estimate Per Position							**$1,484.60**	**$900.50**
Number of Positions							1	1
Total Cost Estimate							**$1,484.60**	**$900.50**

ATTACHMENT C

Second Quarter 1997 - Non-Project Costing - (Attachment C)

Department: Administrative Services

Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/97)	Cost of Previous 1997 Actions	Total Cost of 1997 Actions	12 Months Cost at 1997 Rates
				Department Totals:	$0	$25,847	$28,524	$0

Department: City Light

Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/97)	Cost of Previous 1997 Actions	Total Cost of 1997 Actions	12 Months Cost at 1997 Rates
95-910	Office Automation Coordinator	Training & Education Coordinator	1	30 days after adopted ord	$0			$0
96-874	Electrical Engineer, Senior	Civil Engineering Speciliast, Supervisor	1	2/20/97	$1,160			$1,266
96-80	Systems Analyst, Senior	Systems Analyst	1	11/30/93	$40,182			$10,003
96-895A	Apprenticeship Coordinator	Training and Education Coordinator	1	10/7/96	$0			$0
98-0901	Gardener	Gardener, Assistant	1	1/22/95	$11,755			$4,040
96-1057	Claims Adjuster I	Accounting Tech III-BU	1	10/21/96	$9,747			$7,837
97-1174	Electrical Engineering Specialist, Assistant	Civil Engineering Specialist, Assistant III	1	6/1/95	$0			$0
97-1275	Capital Projects Coordinator	Civil Engineering Specialist Assistant III	1	12/7/95	$28,597			$9,784
97-1182	Power Dispatcher, Senior	Power Dispatcher	1	5/3/94	$24,800			$7,009
97-1193	Electrical Sales Order Processor	Administrative Support Assistant	1	6/24/96	$3,902			$2,482
97-1281	Building Project Coordinator	Architectural Project Coordinator	2	5/27/97	$0			$0
97-1286	Administrative Specialist II-BU	Administrative Specialist I BU	1	30 days after	$933			$2,799
				Department Totals:	$121,076	$156,850	$78,531	$45,220

Department: Construction & Land Use

Report No.	New Title		Number of Positions	Effective Date	Estimated Cost (Through 12/31/97)	Cost of Previous 1997 Actions	Total Cost of 1997 Actions	12 Months Cost at 1997 Rates
				Department Totals:	$0	$6,226	$5,354	$0

Second Quarter 1997 - Non-Project Costing - (Attachment C)

Department: Engineering (Transportation)

Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/97)	Cost of Previous 1997 Actions	Total Cost of 1997 Actions	12 Months Cost at 1997 Rates
96-902	Gardener	Gardener, Assistant	5	1/22/95	$58,776			$20,200
				Department Totals:	$58,776	$17,442	$7,618	$20,200

Department: Engineering (Seattle Public Utilities)

Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/97)	Cost of Previous 1997 Actions	Total Cost of 1997 Actions	12 Months Cost at 1997 Rates
96-837A	Administrative Staff Analyst	Administrative Staff Assistant	1	1/1/97	$7,082			$7,082
				Department Totals:	$7,082	$48,160	$19,932	$7,082

Department: Ethics & Elections Commission

Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/97)	Cost of Previous 1997 Actions	Total Cost of 1997 Actions	12 Months Cost at 1997 Rates
97-1264	Management Systems Anslyst, Senior	Management Systems Analyst (Entry)	1	4/11/97	$13,307			$17,742
				Department Totals:	$13,307	$0	$0	$17,742

Department: Executive Services

Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/97)	Cost of Previous 1997 Actions	Total Cost of 1997 Actions	12 Months Cost at 1997 Rates
971164	Management Systems Analyst	Accountant, Senior	1	12/24/97	$4,421			$4,089
97-1194	Human Services Analyst	Buyer	1	2/18/97	$6,492			$7,082
97-1214	Finance Analyst, Senior	Accountant, Senior	1	10/30/96	$10,806			$9,808
971215	Management Systems Analyst	Accountant, Senior	1	1/12/95	$11,974			$4,089
97-1248	Rates Management Analyst, Senior	Finance Analyst-DAS	1	7/1/97	$158			$316

Second Quarter 1997 - Non-Project Costing - (Attachment C)

Department: Executive Services (Continues)

97-1255	Manager I	Finance Analyst-DAS	1	7/1/97	$1,813			$3,626
97-1256	Management Systems Analyst, Senior	Management and Planning Analyst-DAS	1	7/1/97	$2,555			$5,111
97-1257	Systems Analyst, Senior	Finance Analyst-DAS	1	7/1/97	($1,533)			($3,067)
97-1258	Rates Management Analyst	Finance Analyst-DAS	1	7/1/97	$1,777			$3,553
97-1259	Finance Analyst, Senior	Finance Analyst-DAS	1	7/1/97	$2,190			$4,381
97-1260	Management Systems Analyst, Senior	Finance Analyst-DAS	1	7/1/97	($2,604)			($5,208)
97-1261	Executive Assistant	Management Systems Analyst-DAS	1	7/1/97	($767)			($1,533)
97-1262	Administrative Staff Analyst	Management Systems Analyst-DAS	1	7/1/97	($37)			($73)
97-1263	Administrative Staff Analyst	Management Systems Analyst-DAS	1	7/1/97	($681)			($1,363)
97-1265	Finance Analyst, Senior	Finance Analyst-DAS	1	7/1/97	$2,190			$4,381
97-1266	Finance Analyst	Finance Analyst-DAS	1	7/1/97	$1,095			$2,190
97-1281	Building Project Coordinator	Architectural Project Coordinator	4	5/27/97	$0			$0
97-1284	Finance Analyst, Senior	Finance Analyst-DAS	1	7/1/97	$3,432			$6,863
				Department Totals:	$43,281	$67,612	$64,130	$44,245

Second Quarter 1997 - Non-Project Costing - (Attachment C)

Department: Housing and Human Services

Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/97)	Cost of Previous 1997 Actions	Total Cost of 1997 Actions	12 Months Cost at 1997 Rates
				Department Totals:	$0	$43,391	$13,775	$0

Department: Executive--Management and Planning

Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/97)	Cost of Previous 1997 Actions	Total Cost of 1997 Actions	12 Months Cost at 1997 Rates
				Department Totals:	$0	$26,752	$26,285	$0

Department: Muncipial Court

Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/97)	Cost of Previous 1997 Actions	Total Cost of 1997 Actions	12 Months Cost at 1997 Rates
				Department Totals:	$0	$136,555	$69,971	$0

Department: Parks and Recreation

Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/97)	Cost of Previous 1997 Actions	Total Cost of 1997 Actions	12 Months Cost at 1997 Rates
95-921	Recreation Program Specialist	Recreation Leader	6	12/21/94	$81,811			$27,307
96-903	Gardener	Gardener, Assistant	13	1/1/97	$52,521			$52,521
				Department Totals:	$134,332	$257,688	$46,023	$79,828

Second Quarter 1997 - Non-Project Costing - (Attachment C)

Department: Police

Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/97)	Cost of Previous 1997 Actions	Total Cost of 1997 Actions	12 Months Cost at 1997 Rates
97-1159	Administrative Staff Assistant	Administrative Secretary	1	12/26/96	$6,788			$6,279
97-1161	Personnel Specialist	Employment Specialist	1	3/21/95	$18,489			$6,693
				Department Totals:	$25,277	$0	$0	$12,972

Department: Seattle Center

Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/97)	Cost of Previous 1997 Actions	Total Cost of 1997 Actions	12 Months Cost at 1997 Rates
97-1229	Systems, Analyst, Senior	Data Processing Systems Analyst	1	3/24/97	$8,397			$10,076
				Department Totals:	$8,397	$20,273	$20,273	$10,076

Department: Seattle Public Utilities

Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/97)	Cost of Previous 1997 Actions	Total Cost of 1997 Actions	12 Months Cost at 1997 Rates
96-817	Systems Analyst	Catographer, Senior	1	9/8/95	$4,908			$2,142
97-1201	Systems Analyst, Senior	Systems Analyst	1	3/4/97	$8,397			$10,076
97-1231	Water Laboratory Assistant, Senior	Water Laboratory Assistant	1	2/5/97	$7,942			$8,664
97-1232	Civil Engineer, Senior	Civil Engineer Associate	1	8/2/96	$10,711			$7,618
97-1253	Water Pipe Crew Chief	Water Pipe Worker	1	4/13/97	$8,962			$11,950
97-1254	Project Fund & Agreement Coordinator	1) Grants & Contracts Spec, Sr; and 2) Mgmt Systems Analyst	2	3/12/97	$3,760			$5,014
97-1272	Civil Engineer, Associate	Civil Engineering Specialist, Assistant II	1	3/31/97	$10,262			$12,315
97-1273	Solid Waste Field Rep Supervisor	Solid Waste Field Rep, Lead	1	4/12/96	$7,636			$4,405
97-1279	Administrative Specialist I-BU	Administrative Support Assistant	1	1/1/97	$3,042			$3,042
				Department Totals:	$65,620	$58,495	$37,480	$65,226

Second Quarter 1997 - Non-Project Costing - (Attachment C)

Department: Transportation

Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/97)	Cost of Previous 1997 Actions	Total Cost of 1997 Actions	12 Months Cost at 1997 Rates
96-1101	Accounting Technician II	Data Technician Supervisor	1	1/1/97	($4,551)			($4,551)
				Department Totals:	($4,551)	$0	$0	($4,551)

Department: Water (Seattle Public Utilities)

Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/97)	Cost of Previous 1997 Actions	Total Cost of 1997 Actions	12 Months Cost at 1997 Rates
				Department Totals:	$0	$9,742	$6,620	$0

ALL DEPARTMENTS (GRAND TOTAL)

	Estimated Cost (Through 12/31/97)	Cost of Previous 1997 Actions	Total Cost of 1997 Actions	12 Months Cost at 1997 Rates
GRAND TOTALS:	$472,597	$875,033	$424,516	$298,040

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:

Charlie Chong

FOR CITY COUNCIL PRESIDENT USE ONLY

COMMITTEE(S) REFERRED TO:

PRESIDENT'S SIGNATURE

C. S. 20.28

97-166

City of Seattle

Norman B. Rice, Mayor
Executive Department - Office of Management and Planning
Judy Bunnell, Director
June 23, 1997

COPY RECEIVED
97 JUN 24 AM 8:55
SEATTLE CITY ATTORNEY

approved by

City of Seattle

TITLE-ONLY PUBLICATION

The full text of the following ordinances, passed by the City Council on August 11, 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. 118681

AN ORDINANCE relating to the City Light Department; accepting deeds to lands in Snohomish County and Skagit County, Washington, to be set aside as wildlife preserves pursuant to the terms of the Settlement Agreement Concerning Wildlife entered into by the City in connection with the relicensing of the Skagit River Hydroelectric Project.

ORDINANCE NO. 118682

AN ORDINANCE relating to Seattle City Light RELEASING AN EASEMENT for an electric distribution line over a portion of property at 2001 Northeast 127th Street, Seattle, Washington. (P. M. #260421-3-035)

ORDINANCE NO. 118683

AN ORDINANCE relating to Seattle Transportation; authorizing the Director of Transportation to execute a grant agreement with the Washington State Interagency Committee for Outdoor Recreation for Washington Wildlife and Recreation Program funds for the acquisition of right-of-way for the Ship Canal Trail Project; authorizing the acceptance and deposit of the grant funds to be received; authorizing negotiations for portions of the Burlington Northern Sante Fe Railroad Company right-of-way located on the South Side of the Ship Canal between Eighth Avenue West and West Emerson Street; and making a reimbursable appropriation from the Transportation Fund to purchase the right-of-way.

ORDINANCE NO. 118686

AN ORDINANCE establishing titles, retitling, reclassifying, and setting compensation for certain positions in various City departments; creating new titles and salaries in various City departments; correcting titles in various City departments resulting from classification reconsiderations subsequent to the adoption of the 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; changing title and salary rates for existing titles; correcting position number as shown on Ordinance #118499; correcting a title as shown on Ordinance #118561; retitling and setting compensation for certain position in City department as recommended by the Management Compensation Review Committee; amending S. M. C. 4.13.010 by a 2/3 vote of the Council to exempt additional positions from the classified services; and providing payment therefor.

Publication ordered by JUDITH PIPPIN, City Clerk.

Date of official publication in the Daily Journal of Commerce, Seattle, August 21, 1997. 8/21(84054)

ATE OF WASHINGTON - KING COUNTY

, City Clerk —ss.

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:118681-83&686

was published on

08/21/97

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

08/21/97

Notary Public for the State of Washington, residing in Seattle

Affidavit of Publication