

Ordinance No. 118693

Council Bill No. 111833

INDEXED

The City of Seattle - Legislative
Council Bill/Ordinance sponsor

An Ordinance establishing 29
positions in the Executive
Services Department; providing
for salary placement therefor;
and amending Seattle Municipal
Code Chapter 4.13 to exempt the
new titles.

OK

OK

Law Dept.

Committee

Walk-on

CF No. _____

Date Introduced: <u>AUG 11 1997</u>	
Date 1st Referred: <u>AUG 11 1997</u>	To: (committee) <u>Technology & Labor Policy Committee</u>
Date Re - Referred:	To: (committee)
Date Re - Referred:	To: (committee)
Date of Final Passage: <u>AUG 11 1997</u>	Full Council Vote: <u>9-0</u>
Date Presented to Mayor: <u>AUG 11 1997</u>	Date Approved: <u>AUG 21 1997</u>
Date Returned to City Clerk: <u>AUG 21 1997</u>	Date Published: <u>6/1/97</u>
Date Vetoes by Mayor:	Date Veto Published:
Date Passed Over Veto:	Veto Sustained:

TECH + LABOR 8/12/97

This file is complete and ready for presentation to

Law Dept. Review

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Review

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The City of Seattle - Legislative Department

Council Bill/Ordinance sponsored by: PODLODOWSKI
Councilmember

Law Department

OK

Committee Action:

TECH + LABOR 8/12/97 PASS 1-0

This file is complete and ready for presentation to Full Council. Committee: _____
(initial/date)

Law Dept. Review

OMP
Review

City Clerk
Review

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ORDINANCE 118693

AN ORDINANCE establishing 29 positions in the Executive Services Department; providing for salary placement therefor; and amending Seattle Municipal Code Chapter 4.13 to exempt the new titles.

WHEREAS the SFMS Replacement Project will require staffing by individuals with very specialized skills and abilities; Now Therefore

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1.

A. A title of SFMS Project Specialist I is hereby created, with a current salary range of:

\$23.00 - \$24.09 - \$25.23 - \$26.42 - \$27.67 - \$28.97 - \$30.33 - \$31.76

B. A title of SFMS Project Specialist II is hereby created, with a current salary range of:

\$28.07 - \$29.28 - \$30.54 - \$31.85 - \$33.22 - \$34.65 - \$36.14 - \$37.89

C. SFMS Project Specialist I and SFMS Project Specialist II shall be awarded any cost-of-living adjustments that are awarded to the City's civil service exempt and nonrepresented titles.

D. SFMS Project Specialist I and SFMS Project Specialist II shall be unique to the SFMS Replacement Project, and shall not be used to classify or compensate work elsewhere. Job duties are described in Exhibit A, attached.

Section 2.

A. The following exempt positions are hereby created in the Executive Services Department:

<u>POSITION NUMBER</u>	<u>TITLE</u>
025602	SFMS Project Specialist I
025603	SFMS Project Specialist I
025604	SFMS Project Specialist I
025606	SFMS Project Specialist I
025607	SFMS Project Specialist I
025608	SFMS Project Specialist I
025609	SFMS Project Specialist I

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025610	SFMS Project Specialist I
025611	SFMS Project Specialist I
025612	SFMS Project Specialist I
025613	SFMS Project Specialist I
025614	SFMS Project Specialist I
025615	SFMS Project Specialist I
025616	SFMS Project Specialist I
025617	SFMS Project Specialist I
025618	SFMS Project Specialist I
025620	SFMS Project Specialist I
02562	SFMS Project Specialist I
025622	SFMS Project Specialist I
025623	SFMS Project Specialist I
025624	SFMS Project Specialist I
025625	SFMS Project Specialist I
025626	SFMS Project Specialist I
025627	SFMS Project Specialist I
025628	SFMS Project Specialist I
025629	SFMS Project Specialist I
025630	SFMS Project Specialist I
025605	SFMS Project Specialist II
025619	SFMS Project Specialist II

B. All of the positions created in subsection A above shall sunset on or before January 1, 2001, and the titles "SFMS Project Specialist I" and "SFMS Project Specialist II" shall be eliminated from the payroll system at that time.

C. The Classification Director has reviewed the positions assigned to SFMS Project Specialist I and SFMS Project Specialist II by this ordinance, and has made determinations as to which are hourly and covered by the overtime provisions of the Fair Labor Standards Act (FLSA), and which are salaried and not covered by the overtime provisions of the FLSA. The Project Director will resubmit a position description for FLSA review any time that the duties or responsibilities of a position undergo a significant change.

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Section 3.

A. Salary step placement calculations for current City employees who are appointed to SFMS Project Specialist I or SFMS Project Specialist II will be pursuant to Seattle Municipal Code Section 4.20.080 (B); provided, that the SFMS Replacement Project Director may place them at any step of the salary range. Salary step placement for new hires appointed to SFMS Project Specialist I or SFMS Project Specialist II will be in accordance with Seattle Municipal Code Section 4.20.030. Following initial placement, salary step progression shall be as provided in Seattle Municipal Code Section 4.20.040; provided, that the SFMS Replacement Project Director is authorized to award salary step increments or decrements at any time based on measurable changes in scope and complexity of duties, level of responsibility and accountability for duties completion, or impact of error.

B. The SFMS Replacement Project Director shall define expected work outcomes and accomplishments for each employee appointed to a position created by Section 2 of this ordinance, and may, at the completion of an evaluation period, award an employee a lump sum performance recognition payment of from zero percent (0%) to percent (5%) of base salary for meeting or exceeding those targeted objectives. A description of the performance appraisal system is attached as Exhibit B. The lump sum performance recognition payment shall not be cumulative and shall not be added to base salary. For affected members of the City Employees' Retirement System, the lump sum performance recognition payment shall be considered a part of regular compensation for purposes of withholding retirement contributions and calculating retirement benefits.

Section 4. Current City employees who are appointed to SFMS Project Specialist I or SFMS Project Specialist II will be eligible for return to the positions they held immediately prior to such appointment upon the completion of or their

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Individuals whose initial City appointment is to SFMS Project Specialist I or SFMS Project Specialist II shall have no automatic right to continued City employment upon the termination of the SFMS Project Specialist I or SFMS Project Specialist II assignment.

G.	Executive Services	Accounting Services Director	
		Administrative Services Director	
		Administrative Services Deputy Director	
		Administrative Staff Assistant (Pos. No. 025346)	
		Architectural Services Director	
		Building Operations Director	
		Classification Director	CS 19 2
		Communication and Network Services	

CS 192

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Director
Compliance Manager/Deputy Director
Computer Services Manager
Contracting Division Director
Contracting Services Administrator
Data Processing Applications Director
Debt Management Coordinator
Director IV
Director VIII
Director X
Director XII
Economist—Department of Finance
Emergency Preparedness Administrator
Employment Services Director
Finance Director
Fleet Services Director
Hearing Examiner, Deputy
Information Systems Director—
Administrative Services
Investment Officer
Investment Officer, Assistant
Labor Relations Director
Management Planning and Support
Director
Manager VIII--#011162
Municipal Facilities Administrator
PPS Replacement Project Director
Personnel Director
Personnel Services Administrator
Planner, Senior
Planning Director, Assistant
Policy Development Director
Purchasing Manager
Risk Manager
SFMS Project Specialist I
SFMS Project Specialist II
Strategic Technology Planner

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CS 19.2

System Services Director
Technology Officer, Chief
Telecommunications Director
Vehicle Maintenance Director

Section 6. Any acts made consistent with the authority and prior to the effective date of this ordinance are hereby ratified and confirmed.

Section 7. 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 vote of the City Council of the City of Seattle this 18 day of August, 1997 and signed by me in open session in authentication of its passage this 18 day of August, 1997.

Jan Deago
President _____ of the City Council

Approved by me this 21st day of August, 1997.

Norman B. Rice
Mayor

Filed by me this 21st day of August, 1997.

Janith E. Lippert
City Clerk

(Seal)

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SFMS PROJECT SPECIALIST EXHIBIT A

Broadband Position Description

This title provides high level, specialized staffing for the SFMS Replacement Project whose mission is to replace the City's current financial management system before it becomes inoperable on January 1, 2000. Project staff will cover all phases of the replacement and implementation process including planning, analysis, software development, testing, modification, documentation, database administration, system operation, training, business process reengineering, administration and more. At its lowest level, SFMS Project Specialists will already be highly proficient in their field and capable of working independently, minimally having a related bachelors degree and two years of experience or comparable combinations of education and experience. Higher levels of SFMS Project Specialists will include leads and managers of functional areas, key high technology experts, and directors requiring commensurately higher levels of related education or experience.

The critical nature of this project requires that we be able to not only recruit staff from across the City who are technically the best in their fields, but retain them for the duration of the project and, in some cases, through a stabilization phase, despite the stress of extended working hours, limited opportunity to take time off, and catastrophic repercussions of not meeting their immovable deadline.

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EXHIBIT B
SFMS PROJECT SPECIALIST
PERFORMANCE APPRAISAL PLAN

SFMS Project Specialist has an eight-step salary range. For current City employees initial placement on the range is in accordance with SMC 4.20.080(B) - Promotion, which provides for granting a one-step increase over the current pay rate, not to exceed the maximum step of the range; provided that the Project Director may approve placement anywhere on the range in recognition of special skills and qualifications. For new hires, initial placement on the range is in accordance with SMC 4.20.030; that is, the Director may assign any step on the salary range in recognition of recruiting needs or candidate qualifications.

Following initial appointment, there are three ways for an employee's salary to change:

- Employees will progress through the 8-step range based on length of service. If initial placement was at first step, the employee will receive an increment to second step at the end of 6 months of full-time work, and will receive subsequent increments at the end of each succeeding 12-month period. If initial placement was at other than first step, the employee must work the equivalent of 12 months full-time before receiving another step increase.
- The Project Director may increase or reduce an employee's base pay at any time based on substantive changes to the employee's duties and responsibilities that merit a different level of pay.
- Finally, each employee will be eligible for a lump sum performance payment of up to 5% of base pay for achievement of predetermined work outcomes and accomplishments. This lump sum payment will not be cumulative and will not be added to base pay.

The performance appraisal system shall be as follows:

- The Project Director identifies up to five individual goals and outcomes for the evaluation period, and will determine the relative weight (importance) of each.
- The Project Director communicates the desired goals and outcomes to the affected employee, describes timelines for accomplishment, and ensures that the employee understands what he or she must achieve to meet or exceed the Director's expectations.
- At the end of the evaluation period, the Director will compile from the appropriate sources whatever information is necessary to assess the

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individual's achievements. The Director will decide on the level of performance recognition to be awarded (i.e., 0 steps, 1 step, 2 steps) based on the degree of success demonstrated for each of the individual goals and objectives. Before finalizing the evaluation and submitting any pay change, the Director and the affected employee will meet to discuss the evaluation and to set goals and objectives for the next evaluation period.

- A rating of "meets expectations" (60% of targeted outcomes accomplished) will merit no performance pay. A rating of "exceeds expectations" (61% to 90% of targeted outcomes accomplished) will merit a performance recognition lump sum payment of up to 3% of base pay, depending on the complexity of the targeted outcomes and the employee's level of responsibility for completion. A rating of "exceeds expectations—superior" (91% to 100%) will merit a performance recognition lump sum payment of up to 5% of base pay, depending on the complexity of the targeted outcomes and the employee's level of responsibility for completion.

Example

At the beginning of a three-month evaluation period, the Project Director and Employee A meet to agree on targeted goals and outcomes. The following outcomes are identified:

1. Employee A must meet with the appropriate functional experts to identify modification needs for the vendor provided documentation. The Director assigns this a "weight" of 1—it must be done in a timely fashion, and Employee A's successful achievement of this objective will pave the way for accomplishment of the remaining two objectives. However, since all the functional experts are knowledgeable about the system and the City's needs, and are familiar with the vendor's documentation, this task is not considered particularly difficult.
2. Employee A shall modify the documentation as needed. The Director assigns this a "weight" of 3, because it will require a high level of technical expertise.
3. Finally, Employee A will meet and work with end users to test and gain acceptance of the modified documentation. The Director assigns this a task a "weight" of 3, because successful user tests are critical to the next phase of the Project. Many of the end users are not technical experts, and Employee A will have to successfully communicate the purpose and anticipated results of the application of the modified documentation, regardless of the users' level of expertise.

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At the end of the evaluation period, the Director determines that Employee A completed the first task in a timely manner because she had sufficient time to also complete tasks 2 and 3. Although several of the functional experts grumbled about having to spend their work time evaluating documentation at a point when they were involved in critical development projects, the Director has no reason to believe that Employee A did not work efficiently, with an awareness of co-workers' time demands. (1 point)

Employee A completed the modification of the vendor-provided documentation in a timely fashion. Changes are documented and complete records are available. Modifications clearly demonstrate that Employee A has a good technical grasp of the subject matter. (3 points)

Employee A met with 80% of the end users before the end of the evaluation period. Her inability to meet with all end users in the specified time period was minimally due to users' scheduling problems, and largely due to her underestimation of the amount of time that would be required to gain users' acceptance of the modified documentation. She had some communication problems with some users, as evidenced by her own observations and by the disgruntled remarks certain users made to the Director. (2 points)

Employee A earned 6 of 7 possible points, or 86% of targeted outcomes, making her eligible for a lump sum payment of up to 3% of her base pay for the evaluation period. Because these tasks were not as complex as tasks assigned to other project employees, the Director determines that 2% would be an appropriate recognition.

NOTE: SFMS Project Specialist is a civil service exempt title, and employees cannot appeal the Director's performance pay decisions.

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City of Seattle

Norman B. Rice, Mayor
Executive Services Department
Dwight D. Dively, Director

July 31, 1997

TO: The Honorable Jan Drago, President
Seattle City Council

VIA: The Honorable Norman B. Rice, Mayor
ATTN: Judy Bunnell, Acting OMP Director

FROM:

 
Dwight Dively, Director Sarah Welch,
Executive Services Department Personnel Director

SUBJECT: Proposed Legislation to Staff the SFMS Replacement Project

The attached council bill proposes the creation of 27 positions titled *SFMS Project Specialist* to staff the SFMS Replacement Project. Funding for these positions will be proposed in separate legislation submitted in August, but City Council approved in concept a proposed total SFMS Replacement Project budget of \$25.06 million in Resolution 29596.

This broadband provides a single title and salary range for all staff on the Project except for the three highest-paid positions. The positions, as well as the title SFMS Project Specialist, will sunset no later than January 1, 2001. Features of the broadband include:

- Salary placement will be in accordance with normal appointment and promotion rules, progression will be based on length of service, and non-service-related increases will be based on job growth only. This differs from our other proposed broadbands which give the appointing authority more discretion for salary placement and progression. Given the compressed nature of the Project, we believe that retaining these more traditional aspects of the base salary structure will greatly facilitate its administration.
- There is a variable performance pay component, providing up to five percent of base pay for accomplishment of pre-determined and assessable work outcomes.

Personnel Division, Dexter Horton Building, 710 Second Avenue, 12th Floor, Seattle, WA 98104-1793

Tel. (206) 684-7654, TDD: (206) 684-7888, FAX: (206) 684-4157, <http://www.ci.seattle.wa.us>

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The Honorable Jan Drago
July 31, 1997
Page Two

- To enhance workload management flexibility, the positions will be exempted from the classified/civil service. However, employees who are appointed from classified City positions will continue to accrue service credit in their pre-Project classifications, and will have the right to return to those positions upon completion of the Project. We believe this feature is critical to our ability to successfully recruit qualified City staff who are familiar with SFMS.

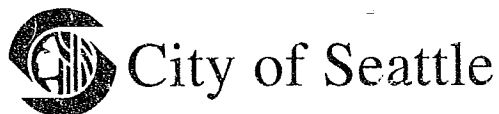
A two-thirds vote of the City Council is required to create these exempt positions.

Your favorable consideration of this legislation will be appreciated. Please direct any questions to Kathy Steinmeyer, Policy Development Unit, 4-7921.

SW/kss
Attachments

cc: The Honorable Tina Podiodowski
Technology and Labor Committee
Mike Herrin, SFMS Project Director
Civil Service Commissioners
Jean Teshima, ESD Human Resources
Personnel Division Administrators
Kathy Steinmeyer, Policy Development Unit

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Norman B. Rice, Mayor
Executive Department - Office of Management and Planning
Judy Bunnell, Director

Approved by
Marky J. [Signature]
8/8/97

97-208

August 8, 1997

The Honorable Mark Sidran
City Attorney
City of Seattle

Dear Mr. Sidran:

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

REQUESTING
DEPARTMENT: Executive Services Department

SUBJECT: AN ORDINANCE establishing 29 positions in the Executive Services Department; providing for salary placement therefor; and amending Seattle Municipal Code Chapter 4.13 to exempt the new titles.

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

After reviewing this request and any necessary redrafting of the enclosed legislation, return the legislation to OMP. Any specific questions regarding the legislation can be directed to Monica Power at 684-8076.

Sincerely,

Norman B. Rice
Mayor

by

JUDY BUNNELL
Director

h:\admin\legis\law\trsl\power9


Enclosure

Seattle Municipal Building, 600 Fourth Avenue, Seattle, WA 98104-1826

Tel: (206) 684-8080, TDD (206) 684-8118, FAX: (206) 233-0085

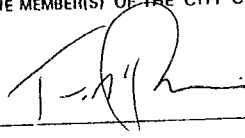
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THE MEMBER(S) OF THE CITY COUNCIL WHOSE SIGNATURE(S) ARE SHOWN BELOW:



FOR CITY COUNCIL PRESIDENT USE ONLY

COMMITTEE(S) REFERRED TO:

PRESIDENT'S SIGNATURE

C. S. 20.28

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84470
City of Seattle, City Clerk

—SS.

No.

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

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

CT:ORD 118693

was published on

09/04/97

The amount of the fee charged for the foregoing publication is the sum of \$ 100.00, which amount has been paid in full.

Subscribed and sworn to before me on

09/04/97

Notary Public for the State of Washington,
residing in Seattle

Affidavit of Publication

NOTICE TO CREDITORS
In re Estate of Frederick
Washington King County,
SUPERIOR COURT OF
WASHINGTON
JUDGE ROBERT WATSON
Date of filing copy of Notice to Creditors with Clerk of Court:
August 27, 1997.
Date of first publication: Au-
gust 27, 1997.
Ordinary Representative or the At-
torney Representative at the ad-
dress below and file an ex-
ecuted copy of the claim with
LEESA CAMEROTA &
JACQUELYN HAN-HAB
03789-6 SEA Notice to Credit-
ors will be forever barred if
this bar is effective as to claim.

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