

Ordinance No. 118970

Council Bill No. 112124

1st Quarter

The City of Seattle
Council Bill/Ordinance

AN ORDINANCE establishing titles, retitling, reclassifying, and setting compensation for certain positions in various City departments; creating a new title and salary in various City departments; retitling positions in various City departments resulting from classification reconsiderations subsequent to the adoption of the 1998 Budget; correcting titles as shown on Ordinances #118913, #118780 and #118777; recommending for 1998 exemption of some positions and approving all for inclusion in the Accountability Pay for Executives (APEX) or Strategic

Advisor Compensation Program in City departments as recommended by the Management Compensation Review Committee and Executive Compensation Review Committee, effective 1/7/98; allocating certain classified service positions to the Manager Classification System, effective 1/7/98; 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.

OK

CF No. _____

| | | |
|------------------------------|----------------------|--|
| Date Introduced: | APR 6 1998 | |
| Date 1st Referred: | To: (committee) | Finance & Budget Committee |
| Date 1st Referred: | To: (committee) | |
| Date 2nd Referred: | To: (committee) | |
| Date of Final Passage: | Full Council Vote: | |
| 4-20-98 | 7-0 | |
| Date Presented to Mayor: | Date Approved: | |
| 4-21-98 | APR 23 1998 | |
| Date Returned to City Clerk: | Date Published: | T.O. <input checked="" type="checkbox"/> F.T. _____ |
| APR 24 1998 | 13PR | |
| Date Vetted by Mayor: | Date Veto Published: | |
| | | |
| Date Passed Over Veto: | Veto Sustained: | |
| | | |

4-20-98 Full
(Exec)

This file is complete and ready

FC

Law Department

Law Dept. Review

The City of Seattle - Legislative Department

Council Bill/Ordinance sponsored by: CHOE

Councilmember

Program in City department
Management Compensation
Executive Compensation
Effective 1/7/98; allocating
positions to the
System, effective 1/7/98,
by a 2/3 vote of the
positions from the
providing payment

Committee Action:

passed 4-0 (as amended)

OK

Martin

4-20-98 Full Council Action: Passed 7-0

(Excused: McIver, Pagelet)

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

(initial/date)

ER

Law Department

Law Dept. Review

OMP
Review

City Clerk
Review

Electronic
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ORDINANCE 118970

1 AN ORDINANCE establishing titles, retitling, reclassifying, and setting
2 compensation for certain positions in various City departments; creating a new
3 title and salary in various City departments; retitling positions in various City
4 departments resulting from classification reconsiderations subsequent to the
5 adoption of the 1998 Budget; correcting titles as shown on Ordinances #118913,
6 #118780 and #118777; recommending for 1998 exemption of some positions and
7 approving all for inclusion in the Accountability Pay for Executives (APEX) or
8 Strategic Advisor Compensation Program in City departments as recommended
9 by the Management Compensation Review Committee and Executive
10 Compensation Review Committee, effective 1/7/98; allocating certain classified
11 service positions to the Manager Classification System, effective 1/7/98;
12 amending S.M.C. 4.13.010 by a 2/3 vote of the Council to exempt additional
13 positions from the classified services; and providing payment therefor.

8 BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

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

14 **CITY LIGHT**

15 2 positions (#014089, #014090) of Electrical Engineering Design Specialist,
16 Assistant III retitled to Electrical Engineer, Associate (Report #97-1280A).

17 1 position (#013176) of Data Assistant retitled to Systems Programmer Analyst
18 (Report #97-1360).

19 **EXECUTIVE – Office for Civil Rights**

20 1 position (#019095) of Civil Rights Analyst, Senior retitled to Civil Rights
21 Analyst, Supervising (Report #97-1566).

22 **EXECUTIVE – Office of Intergovernmental Relations**

23 1 position (#015325) of Administrative Secretary (Exempt) retitled to
24 Administrative Staff Assistant (Exempt) (Report #97-1561).

25 **EXECUTIVE – Office of Management and Planning**

26 1 position (#025513) of Director VIII, Exempt retitled to Strategic Advisor 2,
27 Exempt (Report #97-1520A).

28 **EXECUTIVE SERVICES**

29 1 position (#023939) of Contracting Services Administrator, Assistant retitled to
30 Purchasing, Contracting and Risk Management Manager 1 (Report #97-1519).

1 position (#014421) of Janitor, Senior-DAS/CL retitled to Janitor, Lead-DAS/CL
(Report #98-1636).

1 position (#023819) of Data Processing Systems Analyst retitled to Systems
Analyst (Report #98-1645).

2 positions (#015993, #024092) of Data Processing Systems Analyst, Senior
retitled to Systems Analyst, Senior (Report #98-1646).

FIRE

1 position (#006624) of Administrative Support Assistant-BU retitled to
Administrative Specialist I-BU (Report #98-1643).

1 position (#006629) of Administrative Specialist I retitled to Personnel
Specialist, Assistant (Report 97-1644).

1 position (#025185) of Industrial Hygienist, Certified retitled to Equal
Employment Coordinator (Report #98-1676).

HOUSING AND HUMAN SERVICES

2 positions (#022740, #023616) of Accounting Technician II and 1 position
(#015506) of Accounting Technician II ilo Accountant retitled to Finance Analyst,
Assistant (Report #97-1349).

1 position (#023243) of Grants and Contracts Specialist retitled to Human
Services Coordinator (Report #97-1493).

MUNICIPAL COURT

1 position (#011408) of Court Cashier retitled to Management Systems Analyst
(Report #98-1670).

NEIGHBORHOODS

1 position (#023943) of Administrative Specialist I retitled to Systems
Programmer Analyst (Report #97-1285).

PARKS AND RECREATION

1 position (#023675) of Installation Maintenance Worker retitled to Facilities
Maintenance Worker (Report #97-1342A).

1 position (#019291) of Truck Driver retitled to Construction and Maintenance
Equipment Operator (Report #97-1560).

1 position (#023999) of Public Information Specialist retitled to Public Relations Specialist (Report #98-1650).

1 position (#019699) of Public Information Specialist, Senior retitled to Public Relations Specialist, Senior (Report #98-1652).

SEATTLE CENTER

1 position (#025065) of Capital Projects Coordinator, Assistant retitled to Capital Projects Coordinator (Report #97-1613).

1 position (#009029) of Administrative Specialist I-BU retitled to Administrative Specialist II-BU (Report #97-1619).

1 position (#023536) of Maintenance Laborer retitled to Recycling Program Specialist (Report #97-1620).

1 position (#022104) of Gardener, Senior retitled to Landscape Supervisor (Report #97-1622).

1 position (#009019) of Events Service Representative retitled to Events Service Representative, Senior (Report #97-1623).

SEATTLE PUBLIC UTILITIES

1 position (#011884) of Administrative Specialist I-BU retitled to Administrative Specialist II-BU (Report #97-1585).

1 position (#016771) of Data Entry Operator retitled to Accounting Technician I-BU (Report #97-1586).

1 position (#023101) of Civil Engineering Specialist, Assistant II retitled to Civil Engineering Specialist, Associate (Report #97-1587).

1 position (#011699) of Management Systems Analyst retitled to Systems Analyst, Senior (Report #97-1596).

1 position (#008439) of Environmental Field Specialist Supervisor retitled to Environmental Field Supervisor (Report #97-1599).

1 position (#024675) of Systems Analyst retitled to Systems Analyst, Senior (Report #97-1607).

1 position (#008039) of Civil Engineer, Senior retitled to Capital Projects Coordinator (Report #97-1608).

2 positions (#015518, #023899) of Naturalist retitled to Public Education

Program Specialist (Report #97-1615).

TRANSPORTATION

1 position (#023598) of Administrative Specialist I-BU retitled to Administrative III-BU (Report #97-1387).

1 position (#018618) of Administrative Specialist II-BU retitled to Administrative Specialist III-BU (Report #97-1391).

1 position (#023366) of Civil Engineering Specialist, Assistant I (filled in lieu of as Personnel Specialist, Assistant) retitled to Personnel Specialist, Assistant (Report #97-1392).

1 position (#023259) of Research and Evaluation, Assistant retitled to Transportation Planner, Assistant (Report #97-1393).

1 position (#015788) of Civil Engineer, Associate (filled in lieu of as Traffic Control Supervisor, Assistant) retitled to Civil Engineer, Senior (Report #97-1398).

1 position (#008868) of Accounting Technician I retitled to Accounting Technician II (Report #97-1489).

1 position (#007878) of Accounting Technician II-BU retitled to Signal Electrician (Report #98-1638).

1 position (#018761) of Warehouse Supervisor retitled to Bridge Operations Crew Chief (Report #98-1666).

SECTION 2. NEW TITLE AND SALARY. As recommended by the Personnel Director, the following title and salary rate are established, effective as of the date shown in respective reports, letters, or memoranda of understanding/agreement.

| <u>Department</u> | <u>New Title</u> | <u>1997 Salary Rate</u> |
|----------------------------|---------------------------|--|
| Housing and Human Services | Assistant Finance Analyst | \$15.94-16.57-17.22-17.86-18.55 (Range 27.0A) Effective July 8, 1997 (Report #97-1487) |

SECTION 3. CLASSIFICATION RECONSIDERATIONS - 1998 BUDGET RECOMMENDATIONS. As recommended by the Personnel Director pursuant to classification reconsiderations and classification recommendations made subsequent to the adoption of the 1998 Budget, the following positions legislated in the 1998 Budget

Ordinance are retitled, to reflect the correct Classification Determinations effective
January 1, 1998.

EXECUTIVE – Office of Management and Planning

5 positions (#025766, #025793, #025794, #025835, #025836) TBD classified to
Policy and Management Analyst (Report #98-1651).

LEGISLATIVE

1 position (#025831) TBD (Legislative Analyst was requested) classified to
Strategic Advisor-Legislative (Report #98-1653).

MUNICIPAL COURT

1 position (#025840) TBD classified to Finance, Budgeting and Accounting
Manager 2 (Report #98-1654).

PARKS AND RECREATION

1 position (#025383) TBD classified to Recreation Leader (Report #98-1668).
1 position (#025386) TBD classified to Bio-Technician (Report #98-1669).

SECTION 4. TITLE CORRECTION. The following is submitted to correct the
title as shown in Section 13, page 14 of Ordinance #118913.

| <u>Department</u> | <u>Title As Shown</u> | <u>Correct Title</u> |
|-------------------|---------------------------------------|---------------------------------------|
| Police | Manager 2, Exempt Position #023667 | Manager 3, Exempt Position #023667 |

SECTION 5. TITLE CORRECTIONS. The following are submitted to correct
titles as shown in Section 2 of Ordinance #118780.

| <u>Department</u> | <u>Title As Shown</u> | <u>Correct Title</u> |
|--|---|---|
| Executive Services | Finance, Budget & Accounting Manager 2 Position #016323 | Finance, Budget & Accounting Manager 3 Position #016323 |
| Police | General Government Manager 3 Position #015422 | Manager 3, Exempt Position #015422 |
| Public Safety Civil Service Commission | General Government Manager 2 Position #017433 | Manager 2, Exempt Position #017433 |
| Seattle Public Utilities | Engineering & Plans Review Manager 3 Position #019835 | Civil Engineer, Senior Position #019835 |



SECTION 6. TITLE CORRECTION. The following is submitted to correct the title as shown in Section 3 of Ordinance #118777.

| <u>Department</u> | <u>Title As Shown</u> | <u>Correct Title</u> |
|--------------------------------|---|---|
| Seattle Public Utilities | Strategic Advisor 1, Exempt Position #022568 | Assistant to Superintendent Position #022568 |

SECTION 7. EXECUTIVE COMPENSATION REVIEW COMMITTEE TITLES RECOMMENDATION. As recommended by the Executive Compensation Review Committee (ECRC), the following positions have been evaluated, recommended for exemption in 1997, and approved for inclusion in the Accountability Pay for Executives (APEX) effective January 7, 1998. Pay rates will be determined in accordance with the Program, and as authorized by Seattle Municipal Code Section 4.20.380.

| <u>Department</u> | <u>Title/ Position Number/ Former Salary Range</u> | <u>New Title/ Position Number/ New Salary Range</u> | <u>Final APEX Title and Position #</u> |
|---|--|--|---|
| Executive- Office of Management and Planning (formerly OMP) | TBD Position #025513 Salary Range: N/A | Director VIII, Exempt Position #025513 Salary Range: 43.5A Effective 1/1/97 | |
| Transportation | Manager XII Position #007946 Salary Range: 42.0A | Director X Position #007946 Salary Range: 44.5A Effective 1/1/97 | Executive 1 Position #007946 Effective 1/7/98 |
| Transportation | Manager XII Position #024196 Salary Range: 42.0A | Director X Position #024196 Salary Range: 44.5A Effective 1/1/97 | Executive 2 Position #024196 Effective 1/7/98 |
| Transportation | Manager XII Position #008848 Salary Range: 42.0A | Director X Position #008848 Salary Range: 44.5A Effective 1/1/97 | Executive 1 Position #008848 Effective 1/7/98 |

| <u>Department</u> | <u>Title/Position Number</u> | <u>New APEX Title/ Position Number</u> |
|-------------------|---|---|
| Seattle Center | Executive 1 Position #009041 Effective 1/7/98 | Executive 2 Position #009041 Effective 1/7/98 |
| Seattle Center | Executive 1 Position #020146 Effective 1/7/98 | Executive 2 Position #020146 Effective 1/7/98 |

Section 8. The following classified service positions have been evaluated and allocated to the Manager Classification System effective January 7, 1998.

| <u>Department</u> | <u>Job Title</u> | <u>Pos. #</u> | <u>Classification</u> |
|-------------------|--------------------------------------|---------------|------------------------------|
| Arts Commission | Arts Specialist, Senior | 008905 | General Government Manager 1 |
| | Arts Specialist, Senior | 022010 | General Government Manager 1 |
| Seattle Center | Personnel Specialist, Supervising | 018339 | General Government Manager 2 |

SECTION 9. 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), Sections A - W, is hereby amended as follows:

| <u>Employing Unit</u> | <u>Titles of Exempt Positions</u> |
|------------------------|---|
| A. All Employing Units | Administrative Secretary Assistant to the Superintendent Executive Assistant/Secretary All legal advisors and associate legal advisors to employing units Executive 1 Executive 2 Executive 3 Executive 4 Manager 1, Exempt Manager 2, Exempt Manager 3, Exempt Office/Maintenance Aide Strategic Advisor 1, Exempt Strategic Advisor 2, Exempt Strategic Advisor 3, Exempt |
| B. Arts Commission | ((Executive Director--Arts Commission)) ((Deputy Director--Arts Commission)) |
| C. City Light | ((Account Services Director--City Light)) Accounting Director--City Light ((Chief Engineer--City Light)) Chief Engineer--City Light, Assistant to ((City Light Superintendent, Deputy)) ((Civil Engineering Director--City Light)) Customer Information System Project Director ((Customer Relations Director--SCL)) Data Processing Systems Manager |

~~((Distribution Engineering Director - Seattle City Light))~~
~~((Electric Services Director - City Light))~~
~~((Electrical Operations Director))~~
~~((Energy Management Services Director))~~
~~((Energy Planning and Forecasting Director))~~
~~((Environmental Health & Safety Director - City Light))~~
~~((Facilities Management Director - City Light))~~
~~((Financial Planning Director - City Light))~~
~~((Human Resources Director - City Light))~~
Hydroelectric Manager
~~((Mechanical Engineering Director - City Light))~~
~~((Power Generation Director))~~
~~((Power Management Director - City Light))~~
~~((Power Systems and Substation Engineering
Director))~~
~~((Project Management Director - City Light))~~
~~((Strategic Technology & Planning Director - City
Light))~~
D. Civil Service Commission Executive Director - Civil Service Commission
E. Construction and Land Use
~~((Code Development and Community Relations
Director))~~
~~((Construction Inspection Director))~~
~~((Finance and Administrative Services Director -
DCLU))~~
~~((Housing and Zoning Enforcement Director))~~
~~((Land Use Director))~~
~~((Permits and Plans Examination Director))~~
~~((Principal Engineer - DCLU))~~
~~((Special Projects Facilitator - DCLU))~~
F. Executive
Administrative Staff Analyst (SPO)
Administrative Staff Assistant (OED)
Administrative Staff Assistant (OCR)
Administrative Staff Assistant (OIR)
All directors of offices in the Executive Department
All positions in the Office of the Mayor, except clerical
positions classified in the Office Assistant and
Accounting Support Assistant class series
~~((Budget Director, Assistant (OMP)))~~
~~((Budget Director, Deputy (OMP)))~~
~~((Business Development and Contract Services~~

Director (~~OED~~))

~~((Deputy Director OIR))~~

Director IV (OCR)

Director VIII (SPO)

Director for Education

Enforcement Manager (OCR)

General Government Manager 2 (SPO)

Intergovernmental Relations Coordinator (OIR)

International Community Programs Coordinator (OIR)

International Specialist, Chief (OIR)

~~((Lobbyist))~~

~~((Lobbyist, Senior))~~

~~((Management and Planning Director, Assistant
(OMP)))~~

~~((Manager IV (OMP)))~~

Policy and Management Analyst (SPO)

~~((Regional Transit Authority Director (OMP)))~~

G. Executive Services

~~((Accounting Services Director))~~

~~((Administrative Services Director))~~

~~((Administrative Services Deputy Director))~~

Administrative Staff Assistant (PosNo. 025346)

~~((Architectural Services Director))~~

~~((Building Operations Director))~~

~~((Classification Director))~~

Communications Director

~~((Communications and Network Services Director))~~

Compliance Manager/Deputy Director

Computer Services Manager

~~((Contracting Division Director))~~

~~((Contracting Services Administrator))~~

~~((Data Processing Applications Director))~~

Debt Management Coordinator

Director I

~~((Director IV))~~

Director VIII

~~((Director X))~~

~~((Director XII))~~

Economist--Department of Finance

~~((Emergency Preparedness Administrator))~~

~~((Employee Services Administrator))~~

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- ~~((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 V (PosNo. 025018)
- Manager VIII--#011162
- ~~((Municipal Facilities Administrator))~~
- ~~((PPS Replacement Project Director))~~
- ~~((Personnel Director))~~
- ~~((Personnel Services Administrator))~~
- Planner, Senior
- ~~((Planning Director, Assistant))~~
- Policy and Management Analyst
- ~~((Policy Development Director))~~
- ~~((Purchasing Manager))~~
- ~~((Risk Manager))~~
- SFMS Project Specialist I
- SFMS Project Specialist II
- Strategic Technology Planner
- ~~((System Services Director))~~
- ~~((Technology Officer, Chief))~~
- ~~((Telecommunications Director))~~
- ~~((Treasury Director))~~
- ~~((Vehicle Maintenance Director))~~
- H. Fire
- All positions included in the Public Safety Civil Service
- Administrative Staff Assistant (PosNo. 007954)
- ~~((Fire Personnel Director))~~
- ~~((Fiscal Administration Director—Fire))~~
- ~~((MIS/Communications Systems Director—Fire))~~

I. Hearing Examiner,
Office of

All positions in the Office of Hearing Examiner, except clerical positions classified in the Office Assistant and Accounting Support Assistant class series

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J. Housing and Human Services

~~((Deputy Director, DHHS))
((Director, Division on Aging))
((Family and Youth Services Director))
((Housing and Community Service Director))
((Program Support Director))~~

K. Law

All positions in the Law Department, except clerical positions classified in the Office Assistant and Accounting Support Assistant class series

L. Legislative

All positions in the Legislative Department, except clerical positions classified in the Office Assistant and Accounting Support Assistant class series

M. Municipal Court

All Municipal Judges, Magistrates, and Commissioners
All positions in the Probation Counselor class series
Administrative Staff Assistant (PosNo. 021316, 011448)
Administrative Specialist I (PosNo. 023563)
Administrative Specialist II (PosNo. 011478)
Bailliff
Bailliff, Chief
~~((Chief Clerk - Municipal Court))
((Director II))
((Director X))
((Manager VIII))
((Municipal Court Administrator))
Municipal Court Marshal
Municipal Court Marshal, Senior
Municipal Court Marshal, Supervisor
((Personnel Manager))
((Planning and Budget Director - Municipal Court))
((Probation Service Director))~~

N. Neighborhoods

~~((Community Service Centers Division Director))
((Citizens Service Bureau Division Director))
((Neighborhood Programs Division Director))
((Urban Conservation Supervisor))~~

O. Parks and Recreation

~~((Aquarium Director))
((Environmental Programs Director))
((Facilities Maintenance and Development Director))~~

Major Projects and Planning Director--Parks

~~((Management Director--Parks))~~

~~((Operations Director--Parks))~~

~~((Parks and Recreation Services Director--Citywide))~~

~~((Parks and Recreation Services Director))~~

~~((Special Events Coordinator))~~

~~((Zoo Director))~~

P. Planning Commission
Office of the

~~((Planning Commission Director))~~

Q. Police

Administrative Assistant to Chief of Police

Administrative Staff Assistant

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

R. Public Safety Civil
Service Commission

Secretary and Chief Examiner

S. Retirement

Executive Director--Retirement System

T. Seattle Center

~~((Finance and Administration Director--Seattle
Center))~~

~~((Manager X #025158))~~

~~((Redevelopment Director--Seattle Center))~~

~~((Seattle Center Director, Deputy))~~

U. Seattle Ethics and
Elections Commission

All positions in the office of the Seattle Ethics and
Elections Commission

V. Seattle Public Utilities

~~((Branch Executive--Seattle Public Utilities))~~

~~((Director V))~~

~~((Director VI))~~

~~((Director VIII))~~

~~((Director X))~~

~~((Director XII))~~

~~((Drainage and Wastewater Utility Director,
Assistant))~~

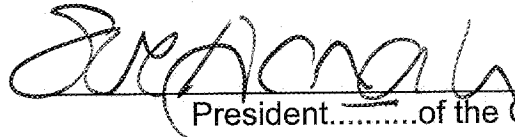
~~((Strategic Policy Director))~~
~~((Water Operations Director))~~
W. Transportation Administrative Staff Assistant (PosNo. 007689)
~~((Director XII))~~
~~((Street Maintenance Director))~~
~~((Transportation Services Director))~~
~~((Engineering Director, Assistant Traffic))~~

SECTION 10. The heads of respective departments affected by this ordinance are hereby authorized to use unexpended and unencumbered funds accumulating in their respective 1998 Budgets to pay the compensation authorized herein.

SECTION 11. Any act consistent with the authority and prior to the effective date of this ordinance is hereby ratified and confirmed.

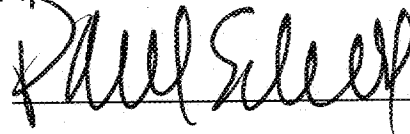
SECTION 12. This ordinance shall take effect and be in force thirty (30) days from and after its approval by the Mayor, but if not approved and returned by the Mayor within ten (10) days after presentation, it shall take effect as provided by Municipal Code Section 1.04.020.

PASSED by a two-thirds (2/3's) vote of the members of the City Council the 20th day of April, 1998, and signed by me in open session in authentication of its passage this 20th day of April, 1998.



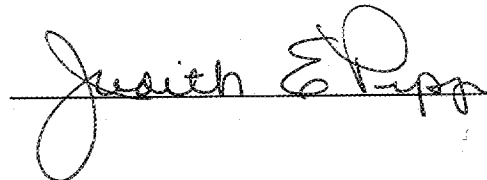
President.....of the City Council

Approved by me this 2nd day of April, 1998.



Mayor

Filed by me this 24 day of April, 1998.



City Clerk

(SEAL)



City of Seattle

Paul Schell, Mayor

Executive Services Department

Dwight D. Dively, Director

MEMORANDUM

DATE: March 18, 1998

TO: Honorable Sue Donaldson, President
Seattle City Council

Via: Paul Schell, Mayor

Attn: Elaine Marklund
City Budget Office

FROM:


Dwight Dively, Director
Executive Services Department


Sarah Welch
Personnel Director

SUBJECT: Proposed Legislation - First Quarter 1998 Reclassification Ordinance

The attached ordinance will implement proposed position, title, classification, and salary changes recommended by the Personnel Director during the First Quarter of 1998.

Section 1 includes positions recommended for reclassification and retitling. *Section 2* recommends a new title and salary for the various City departments. *Section 3* retitles and corrects classification recommendations for the Executive-Office of Management and Planning, Legislative, Municipal Court and Parks Department as listed in the 1998 Budget Ordinance, effective January 1, 1998. *Sections 4-6* correct titles as shown in Ordinances #118913, #118780, and #118777 of the Manager and Strategic Advisor Compensation Programs. *Section 7* recommends some positions for 1997 exemption and approves all for inclusion in the Accountability Pay for Executives (APEX) or Strategic Advisor Compensation Program in City departments as recommended by the Executive Compensation Review Committee, effective 1/7/98. *Section 8* allocates certain classified service positions to the Manager Classification System, effective 1/7/98. *Section 9* amends the Exemptions Ordinance #118786, by adding two new titles and eliminating several obsolete titles.

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

Honorable Sue Donaldson, President
Seattle City Council
March 18, 1998
Page 2

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 month/year of anticipated legislation.
- 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 1998 matching contribution rates for FICA is 6.2 percent and 1.45 percent for Medicare.

Attachment C displays the summary of classification requests acted upon and the estimated increased cost of each change from the effective date through the end of 1998, as well as departmental and Citywide 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:lsf

Attachment: First Quarter 1998 Reclassification Ordinance

c: Councilmember Martha Choe, Chair
Finance and Budget Committee, Legislative Department
ESD Personnel Division Administrators



City of Seattle

Paul Schell, Mayor

Executive Services Department

Dwight D. Dively, Director

MEMORANDUM

DATE: March 18, 1998

TO: Councilmember Martha Choe, Chair
Finance and Budget Committee
Legislative Department

FROM: Lidia Santiesteban *Lidia*
Classification/Compensation Director

SUBJECT: Represented Positions on the First Quarter 1998 Reclassification Ordinance for the Committee Agenda on April 15, 1998.

The following is a breakdown of those positions from the First Quarter 1998 Reclassification Ordinance that would be represented or continue to be represented following legislation. These positions are listed by bargaining unit, position title proposed by the Ordinance, and number of affected positions.

| <u>Bargaining Unit</u> | <u>Proposed Title</u> | <u># of Position(s)</u> |
|---|---|--|
| 011- Operating Engineers, Local 302 | Construction and Maintenance Equipment Operator | 1 (from 006) |
| 019- Public Service & Industrial Employees, Local 1239 | Facilities Maintenance Worker Landscape Supervisor | 1 (from 019) 1 (from 019) |
| 034- Prof. and Technical Engineers, Local 17, Professional Unit | Electrical Engineer, Associate Systems Analyst Capital Projects Coordinator Civil Engineer Specialist, Associate | 1 (from 004) 1 (from 034) 1 (from 034) 1 (from 004) |
| 035- Prof. and Technical Engineers, Local 17, Admin. Support Unit | Administrative Specialist I-BU Administrative Specialist II-BU Accounting Technician I-BU | 1 (from 035) 2 (from 035) 1 (from 004) |
| 036-WSC of County & City Employees-Medical & Janitorial Unit | Janitor, Lead-DAS/CL | 1 (from 036) |

Councilmember Martha Choe, Chair
Finance and Budget Committee
March 18, 1998
Page 2

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

| <u>Former Bargaining Unit</u> | <u>Proposed Title</u> | <u># of Positions</u> |
|---|------------------------------|-----------------------|
| 019- Public Service & Industrial Employees, Local 1239 | Recycling Program Specialist | 1 |
| 034- Local 17, Prof. and Technical Eng., Prof. Unit | Finance Analyst, Assistant | 1 |
| 035- Local 17, Prof. and Technical Eng., Admin. Support Unit | Finance Analyst, Assistant | 2 |
| 040- Teamsters, Local 763 - Municipal Court Service Employees | Management Systems Analyst | 1 |

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

LS:lyl

Executive 3

Executive 4

Manager 1, Exempt

Manager 2, Exempt

Manager 3, Exempt

Office/Maintenance Aide

Strategic Advisor 1, Exempt

Strategic Advisor 2, Exempt

Strategic Advisor 3, Exempt

B. Arts Commission

~~((Executive Director Arts Commission))~~

~~((Deputy Director Arts Commission))~~

C. City Light

~~((Account Services Director City Light))~~

Accounting Director--City Light

~~((Chief Engineer City Light))~~

Chief Engineer--City Light, Assistant to

~~((City Light Superintendent, Deputy))~~

~~((Civil Engineering Director City Light))~~

Customer Information System Project Director

~~((Customer Relations Director SCL))~~

Data Processing Systems Manager

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

~~((Electric Services Director City Light))~~

~~((Electrical Operations Director))~~

~~((Energy Management Services Director))~~

~~((Energy Planning and Forecasting Director))~~

~~((Environmental Health & Safety Director City Light))~~

~~((Facilities Management Director City Light))~~

~~((Financial Planning Director City Light))~~

~~((Human Resources Director City Light))~~

Hydroelectric Manager

~~((Mechanical Engineering Director City Light))~~

~~((Power Generation Director))~~

~~((Power Management Director City Light))~~

~~((Power Systems and Substation Engineering
Director))~~

~~((Project Management Director City Light))~~

~~((Strategic Technology & Planning Director City
Light))~~

D. Civil Service Commission

Executive Director - Civil Service Commission

E. Construction and
Land Use

~~((Code Development and Community Relations
Director))~~

~~((Construction Inspection Director))~~

~~((Finance and Administrative Services Director—
DCLU))~~

~~((Housing and Zoning Enforcement Director))~~

~~((Land Use Director))~~

~~((Permits and Plans Examination Director))~~

~~((Principal Engineer—DCLU))~~

~~((Special Projects Facilitator—DCLU))~~

F. Executive

Administrative Staff Analyst (OMP)

Administrative Staff Assistant (OED)

Administrative Staff Assistant (OCR)

Administrative Staff Assistant (OIR)

All directors of offices in the Executive Department

All positions in the Office of the Mayor, except clerical
positions classified in the Office Assistant and
Accounting Support Assistant class series

Budget Analyst (OMP)

Budget Analyst, Senior (OMP)

Budget Analyst, Supervising (OMP)

Budget Analyst Trainee (OMP)

~~((Budget Director, Assistant (OMP)))~~

~~((Budget Director, Deputy (OMP)))~~

~~((Business Development and Contract Services
Director (OED)))~~

~~((Deputy Director—OIR))~~

Director IV (OCR)

~~((Director VIII (OMP)))~~

Enforcement Manager (OCR)

Financial Economist (OMP)

Intergovernmental Relations Coordinator (OIR)

International Community Programs Coordinator (OIR)

International Specialist, Chief (OIR)

~~((Lobbyist))~~

~~((Lobbyist, Senior))~~

1 ~~((Management and Planning Director, Assistant
(OMP)))~~

2 ~~((Manager IV (OMP)))~~

3 ~~((Manager VIII (OMP)))~~

4 ~~((Manager IX (OMP)))~~

5 ~~((Manager X (OMP)))~~

6 Planning and Development Specialist II (OMP)

7 Planning and Development Specialist, Senior (OMP)

8 Policy and Management Analyst (OMP)

9 Public Information Specialist, Senior (OMP)

10 ~~((Regional Transit Authority Director (OMP)))~~

11 Transportation Planner, Associate (OMP)

12 Transportation Planner, Senior (OMP)

13 Urban Design/Planner, Senior (OMP)

14 Urban Economist (OMP)

15 G. Executive Services

16 ~~((Accounting Services Director))~~

17 ~~((Administrative Services Director))~~

18 ~~((Administrative Services Deputy Director))~~

19 Administrative Staff Assistant (PosNo. 025346)

20 ~~((Architectural Services Director))~~

21 ~~((Building Operations Director))~~

22 ~~((Classification Director))~~

23 Communication Director

24 ~~((Communications and Network Services Director))~~

25 Compliance Manager/Deputy Director

26 Computer Services Manager

27 ~~((Contracting Division Director))~~

28 ~~((Contracting Services Administrator))~~

29 ~~((Data Processing Applications Director))~~

30 Debt Management Coordinator

Director I

~~((Director IV))~~

Director VIII

~~((Director X))~~

~~((Director XII))~~

Economist--Dept. of Finance

~~((Emergency Preparedness Administrator))~~

~~((Employee Services Administrator))~~

~~((Employment Services Director))~~

~~((Finance Director))~~
~~((Fleet Services Director))~~
~~((Hearing Examiner, Deputy))~~
~~((Information Systems Director Administrative Services))~~
Investment Officer
Investment Officer, Assistant
~~((Labor Relations Director))~~
~~((Management Planning and Support Director))~~
Manager V (PosNo. 025018)
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
~~((System Services Director))~~
~~((Technology Officer, Chief))~~
~~((Telecommunications Director))~~
~~((Treasury Director))~~
~~((Vehicle Maintenance Director))~~
All positions included in the Public Safety Civil Service
Administrative Staff Assistant (PosNo. 007954)
~~((Fire Personnel Director))~~
~~((Fiscal Administration Director—Fire))~~
~~((MIS/Communications Systems Director—Fire))~~

H. Fire

I. Hearing Examiner,
Office of

All positions in the Office of Hearing Examiner, except clerical positions classified in the Office Assistant and Accounting Support Assistant class series

- 1 J. Housing and Human Services ((Deputy Director, DHHS))
2 ((Director, Division on Aging))
3 ((Director for Education))
4 ((Family and Youth Services Director))
5 ((Housing and Community Service Director))
6 ((Program Support Director))
- 6 K. Law All positions in the Law Department, except clerical
7 positions classified in the Office Assistant and
8 Accounting Support Assistant class series
- 8 L. Legislative All positions in the Legislative Department, except
9 clerical positions classified in the Office
10 Assistant and Accounting Support Assistant
11 class series
- 11 M. Municipal Court All Municipal Judges, Magistrates, and
12 Commissioners
13 All positions in the Probation Counselor class series
14 Administrative Staff Assistant (PosNo. 021316,
15 011448)
16 Administrative Specialist I (PosNo. 023563)
17 Administrative Specialist II (PosNo. 011478)
18 Bailiff
19 Bailiff, Chief
20 ((Chief Clerk - Municipal Court))
21 ((Director II))
22 ((Director X))
23 ((Manager VIII))
24 ((Municipal Court Administrator))
25 Municipal Court Marshal
26 Municipal Court Marshal, Senior
27 Municipal Court Marshal, Supervisor
28 ((Personnel Manager))
29 ((Planning and Budget Director - Municipal Court))
30 ((Probation Service Director))
- 26 N. Neighborhoods ((Community Service Centers Division Director))
27 ((Citizens Service Bureau Division Director))
28 ((Neighborhood Programs Division Director))
29 ((Urban Conservation Supervisor))
- 30 O. Parks and Recreation ((Aquarium Director))

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- ~~((Environmental Programs Director))~~
- ~~((Facilities Maintenance and Development Director))~~
- Major Projects and Planning Director--Parks
- ~~((Management Director--Parks))~~
- ~~((Operations Director--Parks))~~
- ~~((Parks and Recreation Services Director--Citywide))~~
- ~~((Parks and Recreation Services Director))~~
- ~~((Special Events Coordinator))~~
- ~~((Zoo Director))~~
- P. Planning Commission
Office of the ~~((Planning Commission Director))~~
- Q. Police
Administrative Assistant to Chief of Police
Administrative Staff Assistant
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
- R. Public Safety Civil
Service Commission Secretary and Chief Examiner
- S. Retirement Executive Director--Retirement System
- T. Seattle Public Utilities ~~((Branch Executive--Seattle Public Utilities))~~
~~((Director V))~~
~~((Director VI))~~
~~((Director VIII))~~
~~((Director X))~~
~~((Director XII))~~
~~((Drainage and Wastewater Utility Director,
Assistant))~~
~~((Strategic Policy Director))~~
~~((Water Operations Director))~~
- U. Seattle Center ~~((Finance and Administration Director--Seattle
Center))~~
~~((Manager X #025158))~~

~~((Redevelopment Director - Seattle Center))~~

~~((Seattle Center Director, Deputy))~~

V. Seattle Ethics and Elections Commission All positions in the office of the Seattle Ethics and Elections Commission

W. Transportation Administrative Staff Assistant (PosNo. 007689)

~~((Director XII))~~

~~((Street Maintenance Director))~~

~~((Transportation Services Director))~~

~~((Engineering Director, Assistant - Traffic))~~

SECTION 10. The heads of respective departments affected by this ordinance are hereby authorized to use unexpended and unencumbered funds accumulating in their respective 1998 Budgets to pay the compensation authorized herein.

SECTION 11. Any act consistent with the authority and prior to the effective date of this ordinance is hereby ratified and confirmed.

SECTION 12. 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 _____ day of _____, 1998, and signed by me in open session in authentication of its passage this _____ day of _____, 1998.

President.....of the City Council

Approved by me this _____ day _____, 1998.

Mayor

Filed by me this _____ day of _____, 1998.

City Clerk

(SEAL)

ATTACHMENT A

ORDINANCE _____

1
2
3 **AN ORDINANCE** establishing titles, retitling, reclassifying, and setting
4 compensation for certain positions in various City departments; creating a new
5 title and salary in various City departments; retitling positions in various City
6 departments resulting from classification reconsiderations subsequent to the
7 adoption of the 1998 Budget; correcting titles as shown on Ordinances #118913,
8 #118780 and #118777; recommending for 1998 exemption of some positions and
9 approving all for inclusion in the Accountability Pay for Executives (APEX) or
10 Strategic Advisor Compensation Program in City departments as recommended
11 by the Management Compensation Review Committee and Executive
12 Compensation Review Committee, effective 1/7/98; allocating certain classified
13 service positions to the Manager Classification System, effective 1/7/98;
14 amending S.M.C. 4.13.010 by a 2/3 vote of the Council to exempt additional
15 positions from the classified services; and providing payment therefor.

16 **BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:**

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

22 **CITY LIGHT**

23 2 positions (#014089, #014090) of Electrical Engineering Design Specialist,
24 Assistant III retitled to Electrical Engineer, Associate (Report #97-1280A).

25 1 position (#013176) of Data Assistant retitled to Systems Programmer Analyst
26 (Report #97-1360).

27 **EXECUTIVE – Office for Civil Rights**

28 1 position (#019095) of Civil Rights Analyst, Senior retitled to Civil Rights
29 Analyst, Supervising (Report #97-1566).

30 **EXECUTIVE – Office of Intergovernmental Relations**

1 position (#015325) of Administrative Secretary (Exempt) retitled to
Administrative Staff Assistant (Exempt) (Report #97-1561).

EXECUTIVE – Office of Management and Planning

1 position (#025513) of Director VIII, Exempt retitled to Strategic Advisor 2,
Exempt (Report #97-1520A).

EXECUTIVE SERVICES

1
2 1 position (#023939) of Contracting Services Administrator, Assistant retitled to
3 Purchasing, Contracting and Risk Management Manager 1 (Report #97-1519).

4 1 position (#014421) of Janitor, Senior-DAS/CL retitled to Janitor, Lead-DAS/CL
5 (Report #98-1636).

6 1 position (#023819) of Data Processing Systems Analyst retitled to Systems
7 Analyst (Report #98-1645).

8 2 positions (#015993, #024092) of Data Processing Systems Analyst, Senior
9 retitled to Systems Analyst, Senior (Report #98-1646).

10 **FIRE**

11 1 position (#006624) of Administrative Support Assistant-BU retitled to
12 Administrative Specialist I-BU (Report #98-1643).

13 1 position (#006629) of Administrative Specialist I retitled to Personnel
14 Specialist, Assistant (Report 97-1644).

15 1 position (#025185) of Industrial Hygienist, Certified retitled to Equal
16 Employment Coordinator (Report #98-1676).

17 **HOUSING AND HUMAN SERVICES**

18 2 positions (#022740, #023616) of Accounting Technician II and 1 position
19 (#015506) of Accounting Technician II ilo Accountant retitled to Finance Analyst,
20 Assistant (Report #97-1349).

21 1 position (#023243) of Grants and Contracts Specialist retitled to Human
22 Services Coordinator (Report #97-1493).

23 **MUNICIPAL COURT**

24 1 position (#011408) of Court Cashier retitled to Management Systems Analyst
25 (Report #98-1670).

26 **NEIGHBORHOODS**

27 1 position (#023943) of Administrative Specialist I retitled to Systems
28 Programmer Analyst (Report #97-1285).

29 **PARKS AND RECREATION**

1 1 position (#023675) of Installation Maintenance Worker retitled to Facilities
2 Maintenance Worker (Report #97-1342A).

3 1 position (#019291) of Truck Driver retitled to Construction and Maintenance
4 Equipment Operator (Report #97-1560).

5 1 position (#023999) of Public Information Specialist retitled to Public Relations
6 Specialist (Report #98-1650).

7 1 position (#019699) of Public Information Specialist, Senior retitled to Public
8 Relations Specialist, Senior (Report #98-1652).

9 **SEATTLE CENTER**

10 1 position (#025065) of Capital Projects Coordinator, Assistant retitled to Capital
11 Projects Coordinator (Report #97-1613).

12 1 position (#009029) of Administrative Specialist I-BU retitled to Administrative
13 Specialist II-BU (Report #97-1619).

14 1 position (#023536) of Maintenance Laborer retitled to Recycling Program
15 Specialist (Report #97-1620).

16 1 position (#022104) of Gardener, Senior retitled to Landscape Supervisor
17 (Report #97-1622).

18 1 position (#009019) of Events Service Representative retitled to Events Service
19 Representative, Senior (Report #97-1623).

20 **SEATTLE PUBLIC UTILITIES**

21 1 position (#011884) of Administrative Specialist I-BU retitled to Administrative
22 Specialist II-BU (Report #97-1585).

23 1 position (#016771) of Data Entry Operator retitled to Accounting Technician I-
24 BU (Report #97-1586).

25 1 position (#023101) of Civil Engineering Specialist, Assistant II retitled to Civil
26 Engineering Specialist, Associate (Report #97-1587).

27 1 position (#011699) of Management Systems Analyst retitled to Systems
28 Analyst, Senior (Report #97-1596).

29

30

1 position (#008439) of Environmental Field Specialist Supervisor retitled to Environmental Field Supervisor (Report #97-1599).

1 position (#024675) of Systems Analyst retitled to Systems Analyst, Senior (Report #97-1607).

1 position (#008039) of Civil Engineer, Senior retitled to Capital Projects Coordinator (Report #97-1608).

2 positions (#015518, #023899) of Naturalist retitled to Public Education Program Specialist (Report #97-1615).

TRANSPORTATION

1 position (#023598) of Administrative Specialist I-BU retitled to Administrative III-BU (Report #97-1387).

1 position (#018618) of Administrative Specialist II-BU retitled to Administrative Specialist III-BU (Report #97-1391).

1 position (#023366) of Civil Engineering Specialist, Assistant I (filled in lieu of as Personnel Specialist, Assistant) retitled to Personnel Specialist, Assistant (Report #97-1392).

1 position (#023259) of Research and Evaluation, Assistant retitled to Transportation Planner, Assistant (Report #97-1393).

1 position (#015788) of Civil Engineer, Associate (filled in lieu of as Traffic Control Supervisor, Assistant) retitled to Civil Engineer, Senior (Report #97-1398).

1 position (#008868) of Accounting Technician I retitled to Accounting Technician II (Report #97-1489).

1 position (#007878) of Accounting Technician II-BU retitled to Signal Electrician (Report #98-1638).

1 position (#018761) of Warehouse Supervisor retitled to Bridge Operations Crew Chief (Report #98-1666).

SECTION 2. NEW TITLE AND SALARY. As recommended by the Personnel

Director, the following title and salary rate are established, effective as of the date shown in respective reports, letters, or memoranda of understanding/agreement.

| <u>Department</u> | <u>New Title</u> | <u>1997 Salary Rate</u> |
|----------------------------|---------------------------|--|
| Housing and Human Services | Assistant Finance Analyst | \$15.94-16.57-17.22-17.86-18.55 (Range 27.0A) Effective July 8, 1997 (Report #97-1487) |

SECTION 3. CLASSIFICATION RECONSIDERATIONS / 1998 BUDGET

RECOMMENDATIONS. As recommended by the Personnel Director pursuant to classification reconsiderations and classification recommendations made subsequent to the adoption of the 1998 Budget, the following positions legislated in the 1998 Budget Ordinance are retitled, to reflect the correct Classification Determinations effective January 1, 1998.

EXECUTIVE – Office of Management and Planning

5 positions (#025766, #025793, #025794, #025835, #025836) TBD classified to Policy and Management Analyst (Report #98-1651).

LEGISLATIVE

1 position (#025831) TBD (Legislative Analyst was requested) classified to Strategic Advisor-Legislative (Report #98-1653).

MUNICIPAL COURT

1 position (#025840) TBD classified to Finance, Budgeting and Accounting Manager 2 (Report #98-1654).

PARKS AND RECREATION

1 position (#025383) TBD classified to Recreation Leader (Report #98-1668).

1 position (#025386) TBD classified to Bio-Technician (Report #98-1669).

SECTION 4. TITLE CORRECTION. The following is submitted to correct the title as shown in Section 13, page 14 of Ordinance #118913.

| <u>Department</u> | <u>Title As Shown</u> | <u>Correct Title</u> |
|-------------------|---------------------------------------|---------------------------------------|
| Police | Manager 2, Exempt Position #023667 | Manager 3, Exempt Position #023667 |

SECTION 5. TITLE CORRECTIONS. The following are submitted to correct titles as shown in Section 2 of Ordinance #118780.

| <u>Department</u> | <u>Title As Shown</u> | <u>Correct Title</u> |
|--|--|--|
| Executive Services | Finance, Budget & Accounting Manager 2 Position #016323 | Finance, Budget & Accounting Manager 3 Position #016323 |
| Police | General Government Manager 3 Position #015422 | Manager 3, Exempt Position #015422 |
| Public Safety Civil Service Commission | General Government Manager 2 Position #017433 | Manager 2, Exempt Position #017433 |
| Seattle Public Utilities | Engineering & Plans Review Manager 3 Position #019835 | Civil Engineer, Senior Position #019835 |

SECTION 6. TITLE CORRECTION. The following is submitted to correct the title as shown in Section 3 of Ordinance #118777.

| <u>Department</u> | <u>Title As Shown</u> | <u>Correct Title</u> |
|--------------------------|---|---|
| Seattle Public Utilities | Strategic Advisor 1, Exempt Position #022568 | Assistant to Superintendent Position #022568 |

SECTION 7. EXECUTIVE COMPENSATION REVIEW COMMITTEE TITLES RECOMMENDATION. As recommended by the Executive Compensation Review Committee (ECRC), the following positions have been evaluated, recommended for exemption in 1997, and approved for inclusion in the Accountability Pay for Executives (APEX) effective January 7, 1998. Pay rates will be determined in accordance with the Program, and as authorized by Seattle Municipal Code Section 4.20.380.

| <u>Department</u> | <u>Title/ Position Number/ Former Salary Range</u> | <u>New Title/ Position Number/ New Salary Range</u> | <u>Final APEX Title and Position #</u> |
|--|--|--|---|
| Executive-Office of Management and Planning (formerly OMP) | TBD Position #025513 Salary Range: N/A | Director VIII, Exempt Position #025513 Salary Range: 43.5A Effective 1/1/97 | |
| Transportation | Manager XII Position #007946 Salary Range: 42.0A | Director X Position #007946 Salary Range: 44.5A Effective 1/1/97 | Executive 1 Position #007946 Effective 1/7/98 |

1 Transportation Manager XII Director X Executive 2
 Position #024196 Position #024196 Position #024196
 2 Salary Range: 42.0A Salary Range: 44.5A Effective 1/7/98
 Effective 1/1/97

3
 4 Transportation Manager XII Director X Executive 1
 Position #008848 Position #008848 Position #008848
 5 Salary Range: 42.0A Salary Range: 44.5A Effective 1/7/98
 Effective 1/1/97

| <u>Department</u> | <u>Title/Position Number</u> | <u>New APEX Title/ Position Number</u> |
|-------------------|---|---|
| Seattle Center | Executive 1 Position #009041 Effective 1/7/98 | Executive 2 Position #009041 Effective 1/7/98 |
| Seattle Center | Executive 1 Position #020146 Effective 1/7/98 | Executive 2 Position #020146 Effective 1/7/98 |

12 **Section 8.** The following classified service positions have been evaluated and
 13 allocated to the Manager Classification System effective January 7, 1998.

| <u>Department</u> | <u>Job Title</u> | <u>Pos. #</u> | <u>Classification</u> |
|-------------------|--------------------------------------|---------------|------------------------------|
| Arts Commission | Arts Specialist, Senior | 008905 | General Government Manager 1 |
| | Arts Specialist, Senior | 022010 | General Government Manager 1 |
| Seattle Center | Personnel Specialist, Supervising | 018339 | General Government Manager 2 |

19 **SECTION 9 EXEMPT POSITIONS.** As recommended by the Personnel
 20 Director in response to requests from customer departments to render certain positions
 21 in employment exempt from the classified service, S.M.C. 4.13.010 (known as the
 22 Exemptions Ordinance), Sections A - W, is hereby amended as follows:

| <u>Employing Unit</u> | <u>Titles of Exempt Positions</u> |
|------------------------|---|
| A. All Employing Units | Administrative Secretary Assistant to the Superintendent Executive Assistant/Secretary All legal advisors and associate legal advisors to employing units Executive 1 Executive 2 |

SECTION 1



CLASSIFICATION DETERMINATION REPORT

Date: December 23, 1997

Report No.: 97-1280A

POSITION IDENTIFICATION

Department: City Light
Classification Title: Electrical Engineering Design Spec., Assistant
Ordinance Title: Electrical Engineering Design Spec., Assistant III
Position Number: 014089 and 014090
Bargaining Unit: 004 Current Salary: \$ 20.60 - 24.05 (Range: N/A)

RECOMMENDED ACTION

Classification Title: Associate Electrical Engineer
Ordinance Title: Associate Electrical Engineer
Legislation Required: Yes
Bargaining Unit: 034 Recommended Salary: \$22.26 - 25.97 (Range: N/A)
Remarks: See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:
Current Standing: Electrical Engineering Design Spec., Assistant III
Recommended Standing: Associate Electrical Engineer
In recommended standing, incumbent status is:
 Regular Probationary Temporary
Authority: Personnel Rule
 2.3100 2.3.200 2.3.300
Remarks:

Recommended: Team B *FDS* Classification Analyst(s)
Approved: Edie Jorgensen *EJ* Classification Supervisor
Lidia Santiesteban *LS* Classification/Compensation Director
Sarah Welch *SW* Personnel Director

Source of Request and Position Identification:

These positions were reviewed as a result of a union grievance filed by the IFPTE, Local 17 (Professional & Technical Unit) on behalf of the incumbents. Local 17 and the incumbents allege that the body of work being performed is at the Associate Electrical Engineering Design Specialist level, while being compensated at the Electrical Engineering Design Specialist, Assistant level. Position #s 014089 & 014090 are located in the Special Projects Unit of Distribution Engineering Division of Seattle City Light and reports to a Senior Electrical Engineer. The Unit provides engineering technical support to the Electrical Services Branch of City Light.

Position History:

Detailed historical data of the positions 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 with the grievance, dated and signed by the incumbents, supervisor and management, 4/9/97, 4/15/97 and, 4/27/97 respectively;
- ◆ Comparisons with class specifications #7202303/Electrical Engineering Design Specialist, Assistant, #7202504/Associate Electrical Engineering Specialist and #7005504/Associate Electrical Engineer;
- ◆ Team Two's review/analysis of subject position information;
- ◆ Comparison to similar positions;
- ◆ Review of the organizational charts affecting the subject positions;
- ◆ Position history records and related classification files.

Summary of Work:

The essential purpose of these positions is to support the Special Projects Unit by providing electrical engineering work in the planning, design, construction, operation and maintenance of the overhead/underground power distribution system; assisting the Senior Electrical Engineer with training and checking the work of less experienced electrical engineers; and preparing customer requirement letters and cost estimates.

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.

Background:

The subject positions have been reviewed a couple of times commencing in 1988 when a group grievance was filed, and concluded in 1996 when the adoption of a new title was recommended in the settlement agreement between the City and the I.F.P.T.E., Local 17 (Report # 95-573 dated February 12, 1996).

The title of Electrical Engineering Design Specialist, Assistant was created and the subject positions were allocated to the title. Under continuing supervision, the subject positions performed the entry-level technical electrical engineering work in the planning, design, construction, operation and maintenance of municipal public works, utilities and services projects. The position incumbents allege that Distribution Engineering Division has experienced a significant decrease in the amount of experienced design staff over the last 10 years, coupled with retirements of experienced Design Engineers in the division, and lack of a formal training program for newly hired engineers. These factors have created the situation where City Light Engineering Management has been forced to allocate work beyond the scope of Electrical Engineering Design Specialist, Assistant to the subject positions thus prompting this current review.

Analysis:

According to the submitted PDQ, 85% of the time, the subject positions perform as project engineers/coordinators in the design, planning, installation, maintenance, restoration and/or relocation of the Overhead/Underground Power Distribution System; and 15% of the time, the subject positions provide professional guidance and training in the design, planning, and installation of underground power distribution systems to other professional and technical personnel; and serve as technical experts in Underground Electrical Power Distribution Systems; and prepare customer requirement letters, final reports and cost estimates.

The subject positions were compared to the class specifications for Electrical Engineering Design Specialist, Assistant, Associate Electrical Engineer and Associate Electrical Engineering Specialist for the purpose of determining the appropriate classification. Positions classified as Electrical Engineering Design Specialist, Assistant, under continuing supervision, perform entry-level **technical** electrical engineering work in the planning, design, construction, operation and maintenance of municipal public works, utilities and services projects.

Associate Electrical Engineers perform journey-level **professional** electrical engineering work in areas of planning, design, construction, operation and maintenance activities. Positions in this class are expected to perform the more difficult engineering assignments, coordinate and review contractor and consultant work products and are authorized to recommend approval of contract change orders and payments. Positions in this class may also coordinate the activities of complex engineering projects or serve as project engineers over such projects as substations and system improvements.

Positions classified as Associate Electrical Engineering Specialist perform journey-level **technical** electrical engineering and related activities in planning, construction,

operation and maintenance of municipal public works facilities, utilities and services projects. Typical duties include drafting (manual and/or computer aided); preparing specifications and requisitions for procuring equipment, services and materials; drafting correspondence required to initiate or change orders to suppliers; and inspecting of goods. Associate Electrical Engineering Specialists work under general supervision, independently resolving most problems but informing the supervisor of unusual or controversial problems. Positions in this class may lead other specialists or support staff, or provide technical guidance to other technical and professional staff.

Conclusion

Despite the comparability of work, professionally classified positions are not interchangeable with Specialist positions due to differences in minimum qualifications. The glaring difference in the Associate Electrical Engineering Specialist classification and the Associate Electrical Engineer classification is in the minimum qualifications. Typically, Associate Electrical Engineering Specialists hold two-year engineering certificates and have practical experience in the work. They perform journey-level **technical** electrical engineering work, but they do not have direct responsibility for operations or maintenance. They are given a project with scope of work, annual budget and priorities defined by supervision, and the incumbents make decisions and plan work within these guidelines, acting as Project Engineers/Coordinators. Associate Electrical Engineers on the other hand, are required to have baccalaureate degrees in electrical engineering. They may serve as Project Managers, responsible for all aspects of a Program Number (defining/revising long term scope of work, annual budget, and setting priorities).

To resolve this grievance, departmental management suggested establishing an Associate Design Specialist classification (a title that does not exist in our current classification system), at or close to the Associate Engineer pay level as there are other employees elsewhere in the department who will be influenced by this decision. However, the Personnel Director has instructed the Classification/Compensation Unit to make every reasonable attempt to allocate new and reclassified positions to existing classifications, and to avoid the creation of new titles except where justified and/or absolutely necessary. Our research and analysis, however, concludes that the work performed by the subject positions is reflected in the class specification for Electrical Engineering Spec, Associate, and compares to the work of positions allocated to that title.

Recommendation:

Based on the above analysis, our review finds that the subject positions perform technical electrical engineering work which is most closely described in the class specification for Associate Electrical Engineering Specialist. We therefore recommend the subject positions be reclassified to Associate Electrical Engineering Specialist, effective April 21, 1997, which is 15 working days prior to the initial filing of the grievance, in accordance with Article 6, Section 7 of the Collective Bargaining Agreement.

Addendum (Log #1614) Report #97-1280

These positions were reviewed in July 1997 and based on the information received, we recommended allocating them to the title of Electrical Engineering Design Specialist, Assistant. This recommendation was appealed by Local 17 and a Reconsideration Hearing was held on December 15, 1997. The Reconsideration Board consisted of Edie Jorgensen and John Pearson, Classification/Compensation Supervisors, and Wayne Sepolen the Human Resource Manager for the Department of Construction and Land Use.

Additional information, in support of the Department's initial request, was presented at the hearing to the Reconsideration Board. According to departmental management the subject positions are independently performing journey level complex and difficult professional electrical engineering project work in areas of planning, design, construction, operation and maintenance. These positions are also coordinating complex engineering projects, and serving as project engineer.

After carefully reviewing and considering the information presented, the Reconsideration Board agreed that the subject positions are performing work at a higher level than indicated in the initial PDQ. Therefore, based on the complexity of assignments and the overall responsibility assigned to these positions, the Appeal Board recommends allocating them to the title of Associate Electrical Engineer. This action is to become effective April 21, 1997, which is 15 working days prior to the initial filing of the grievance, in accordance with Article 6, Section 7 of the Collective Bargaining Agreement.

Costing

If implemented on the 1998 First Quarter Ordinance, the maximum estimated cost of implementing this action would be \$10,124.49. This figure includes any current and retroactive (*if applicable*) cost for this action. The ongoing annual cost for this action would be \$9345.69. The calculations are based on the difference between the top step of the current and the recommended salary range and includes statutory benefits (*FICA, etc.*). The actual amount payable to any affected employee will vary.



CLASSIFICATION DETERMINATION REPORT

Date: January 16, 1998

Report No.: 97-1360

POSITION IDENTIFICATION

Department: City Light
Classification Title: Data Assistant
Ordinance Title: Data Assistant
Position Number: 013176
Bargaining Unit: 030 Current Salary: \$14.77 - 15.94 (Range: 23.0C)

RECOMMENDED ACTION

Classification Title: Systems Programmer Analyst
Ordinance Title: Systems Programmer Analyst
Legislation Required: Yes
Bargaining Unit: 030 Recommended Salary: \$18.37 - 21.42 (Range: N/A)
Remarks: See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:
Current Standing: Data Assistant
Recommended Standing: Systems Programmer Analyst
In recommended standing, incumbent status is:
 Regular Probationary Temporary
Authority: Personnel Rule
 2.3100 2.3.200 2.3.300
Remarks:

Recommended:

Team B *JOS* Classification Analyst(s)

Approved:

Edie Jorgensen *Edie Jorgensen* Classification Supervisor

Lidia Santiesteban *Lidia Santiesteban* Classification/Compensation Director

Sarah Welch *Sarah Welch* Personnel Director

Position Identification And Source Of Request

This position was reviewed as a result of a Departmental request. Position #013176 is located in the North Power Station within the City Light Department. This Station is responsible for the construction and maintenance of major, industrial and unit substations in Seattle north distribution area. It also provides support to the generation plants and the South Power Stations.

Scope of Review:

This review was conducted by Gail Thompson, a Classification Analyst assigned to Team B. The review consisted of an analysis and evaluation of the following:

- ◆ the Position Description Questionnaire (PDQ) dated June 20, 1996 and revisions dated December 31, 1996;
- ◆ class specifications in the Systems Analyst class series, and the position file of Data Assistant;
- ◆ comparison to similar positions;
- ◆ organization unit affecting the subject position;
- ◆ position history records and related classification files.

Background:

Four Data Assistant positions were created in the Operations Division of the City Light Department, in 1989. One Data Assistant was assigned to each of the major units of the division, *North and South Power Stations, Meter Shops, and Communication and Relay Stations*. The intent was to have positions that were specifically responsible for entering equipment maintenance data into the computer system. Only two of the positions remain as a result of several reorganizations and restructures. They are located at the North and South Power Stations.

Position #013188, located at the South Power Station was reclassified in the 1993 Budget, to the title of Assistant Systems Analyst. This reclassification was the result of the implementation of the *WinterCress* data tracking system. Departmental management and the incumbent of the subject position (*Kathleen Clark - #013176*) are also of the opinion that the implementation of the *WinterCress* system changed the subject body of work. They are therefore requesting that the subject position be classified to the title of Assistant Systems Analyst.

Summary of Work

The subject position is essentially responsible for maintaining, supporting and updating the *WinterCress* system; troubleshooting system problems; providing solutions; training users; developing applications; and generating reports.

For this review the class series of Data Assistant and Systems Analyst were chosen. The work of the classes is described as follows:

Data Assistant

Positions provide computer support by entering and retrieving data; tracking expenditures and reports; and completing and tracking equipment and purchase orders (*this is a single position class*).

Systems Analyst

Positions perform technical functions within an automated program domain such as writing code and formulas, and establishing network links through programmatic functions, etc.

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

Analysis:

Based on the above review, we agree with departmental management and the incumbent, that the subject body of work is best represented by the Systems Analyst class series. During this review, we discovered that the class series of Systems Analyst was restructured in the Classification Project, on January 2, 1991, and at that time the title of Assistant Systems Analyst became obsolete. The title, Assistant Systems Analyst, was considered the entry level into the Systems Analyst class series. It was, however, replaced in the Classification Project, with the title, Systems Programmer Analyst (*bridge level*).

The Systems Analyst class series currently consist of five levels (*entry, bridge, journey, senior and principal*), and they differ from one another by their respective degrees of work difficulty and responsibility. For this review the bridge and journey levels were chosen. Work is characterized at these levels as follows:

Systems Programmer Analyst - (Bridge)

Positions at this paraprofessional level perform *journey* level programming and/or *entry* level systems work.

Systems Analyst - (Journey)

Positions at this level perform the *full range* of system design, development implementation and maintenance activities related to data processing systems, and diagnose and solve system problems within a specialty area.

It is clear, based on the above review, that the subject position is no longer simply responsible for entering, retrieving and tracking data, expenditures and reports, but is responsible for designing, developing, implementing and enhancing the *WinterCress* data processing system which impacts the work of the Unit. This body of work is best described in the class specification of Systems Programmer Analyst. Positions allocated to this level are expected to perform entry level tasks in the design, analysis, maintenance, and resolution of end-user problems. Tasks are based on a general understanding of *certain* technical, administrative, and/or operational practices or techniques; decision making is limited to those affecting work where alternatives are generally from an available set of precedents; and errors result in moderate disruption to services. Whereas, positions at the journey level are expected to work independently, to diagnose, resolve problems and implement changes in hardware/software and in network and application systems. Tasks involve specialized technical knowledge that indicates a command of certain technical, administrative and/or operative practices and techniques; decisions affect the design or operation; and errors can result in substantial impacts on services.

Note: The WinterCress system is maintained by a Systems Analyst in the City Light Information Technology Division. Positions located at the North and South Power Stations responsibilities are limited to support services.

RECOMMENDATION

It is recommended that the subject position be allocated to the title of Systems Programmer Analyst. This action should become effective January 4, 1993, the date determined by departmental management.

COSTING

If implemented on the 1998 First Quarter Ordinance, the maximum estimated cost of implementing this action would be \$53,437.54. This figure includes any current and retroactive (*if applicable*) cost for this action. The ongoing annual cost for this action would be \$13,337.07. The calculations are based on the difference between the top step of the current and the recommended salary range and includes statutory benefits (*FICA, etc.*). The actual amount payable to any affected employee will vary.



CLASSIFICATION DETERMINATION REPORT

Date: Jan 23, 1998

Report No.: 97-1566

POSITION IDENTIFICATION

Department: Executive/Seattle Office for Civil Rights
Classification Title: Senior Civil Rights Analyst
Ordinance Title: Senior Civil Rights Analyst
Position Number: 019095
Bargaining Unit: 030 Current Salary: \$20.04 - \$23.35 (Range: 33.0A)

RECOMMENDED ACTION

Classification Title: Supervising Civil Rights Analyst
Ordinance Title: Supervising Civil Rights Analyst
Legislation Required: Yes
Bargaining Unit: 030 Recommended Salary: \$21.67 - \$25.23 (Range: 35.0A)
Remarks: See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:
Current Standing: Senior Civil Rights Analyst
Recommended Standing: Civil Rights Analyst, Supervising
In recommended standing, incumbent status is:
 Regular; Probationary; Temporary (audit required).
Authority: Personnel Rule
 2.3.100; 2.3.200; 2.3.300.
Remarks:

Recommended: Team A *ijp* - *Sub* Classification/Compensation Analyst(s)
Approved: Edie Jorgensen *edj* Classification/Compensation Supervisor
Lidia Santiesteban *LS* Classification/Compensation Director
Sarah Welch *SW* Personnel Director

Source of Request and Position Identification:

This position was reviewed as a result of a request from departmental management. Position # 019095 is located in the Enforcement Unit of the Seattle Office for Civil Rights. This work unit is responsible for reviewing, accepting and processing complaints of discrimination in the workplace, housing, public accommodation and the Mayor's executive order. The unit also responds to public disclosure requests, conducts anti-discrimination training, provides technical assistance and responds to customer concerns.

Background:

The subject position was created in the 1980 budget as a Human Relations Representative I by Ordinance 109068 in the Human Rights Department. Since then, the title has been changed twice, and most recently by Ordinance 118400 which changed the title of the position from Civil Rights Analyst to Senior Civil Rights Analyst, and transferred the position from the Human Rights Department to the Office for Civil Rights.

According to departmental management, prior to the 1997 reorganization of the Office, the department had two supervisory positions and a manager for the enforcement staff of ten investigators. The two supervisory positions were eliminated as part of the 1997 reorganization. Management contend that after nine months of operation, they realized that the current structure of the Enforcement manager supervising the unit of nine investigators is not meeting their administrative and production needs. The workload and unique requirements that investigators meet strict legal scrutiny of their work resulted in an overload for the Enforcement manager. The situation has resulted in position # 019095 assuming some of the supervisory duties and responsibilities for five of the Analyst positions. Thus, the subsequent request for position # 019095 classification review.

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 A, consisting of Susie Hansen Farrell and Irene Ogunyemi. The review of the subject position included analysis of the following:

- ◆ Position Description Questionnaire (PDQ) dated 12/1/97, and submitted electronically (e-mail accepted as "authorized signatures" in lieu of signed signatures) for this review;
- ◆ Review and comparison to class specification for Supervising Civil Rights Analyst/#3003007;

- ◆ Team A'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 essential purpose of this position is to provide supervision and guidance to subordinates (four Civil Rights Analysts and a Civil Rights Analyst-Intake); to ensure that the performance standards of timely investigations and comprehensive review of the discrimination law are met; and to interpret the law and provide quality assurance on staff casework.

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 review of the subject position's PDQ revealed that 65% of the position's time is spent supervising the work of four Civil Rights Analysts involved in the enforcement of Federal, State, and City civil rights laws, and the intake operations of the office as well as other subordinate staff. The work entails reviewing investigative plans, evidence, witness statements, and other documentation, findings of facts, conclusions and recommendations of subordinate staff. The duties and responsibilities also include providing technical guidance and direction to the Analysts in the more complex cases; and providing training as well as conducting performance evaluation.

We conclude from our review that the subject position's duties and responsibilities fall within the parameters of the Civil Rights class series. To determine the appropriate level of the subject position, the duties and responsibilities were compared to the class specification for Supervising Civil Rights Analyst. The Supervising Civil Rights Analyst class specification describes positions that supervise and direct the work of Civil Rights Analysts involved in the enforcement of Federal, State and City civil rights laws; review findings of facts, conclusions and recommendations of subordinate staff. This is a first-line supervisor class in the Civil Rights Analyst class series. It is distinguished from the lower levels in the series in that the class has full supervisory authority over the Civil Rights Analysts. The work of this class requires a broad range of experience and knowledge in the areas of civil rights laws, investigative techniques, and theories of proof to provide expert guidance to Civil Rights Analysts engaged in complex investigations and analyses.

The review found the body of work of the subject position to be consistent with the duties and responsibilities outlined in the class specification for the Supervising Civil Rights Analyst.

Recommendation:

Based on the above review and comparison, we recommend the subject position be reclassified to Supervising Civil Rights Analyst, effective December 1, 1997, according to departmental management.

Costing:

If implemented on the 1998 First Quarter Ordinance, the maximum estimated cost of implementing this action would be \$1,525.16. This figure includes any current and retroactive (*if applicable*) cost for this action. The ongoing annual cost for this action would be \$4,575.49. The calculations are based on the difference between the top step of the current and the recommended salary range and includes statutory benefits (*FICA, etc.*). The actual amount payable to any affected employee will vary.



CLASSIFICATION DETERMINATION REPORT

Date: Feb. 11, 1998 Report No.: 97-1561

POSITION IDENTIFICATION
Department: Executive/Office of Intergovernmental Relations
Classification Title: Exempt
Ordinance Title: Administrative Secretary
Position Number: 015325
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: Vacant
Current Standing: N/A
Recommended Standing: Administrative Staff Assistant
In recommended standing, incumbent status is: N/A
 Regular; Probationary; Temporary.
Authority: Personnel Rule
 2.3.100; 2.3.200; 2.3.300.
Remarks: Change in allocation

Recommended: Team A *iyw sh* Classification/Compensation Analyst(s)
Approved: Edie Jorgensen *ES* Classification/Compensation Supervisor
Lidia Santiesteban *LS* Classification/Compensation Director
Sarah Welch *SW* Personnel Director

Source of Request and Position Identification:

This position was reviewed as a result of a request from the Office of Intergovernmental Relations' Director submitted November 21, 1997. Position # 015325 is located in the Director's Office of Intergovernmental Relations, which is a unit in the Executive Department. This office is responsible for intergovernmental interactions, with the main areas of focus at the following levels of government: port, regional, county, state, federal, tribal and international.

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 A, consisting of Susie Hansen Farrell and Irene Ogunyemi. The review of the subject position included analysis of the following:

- ◆ Position Description Questionnaire (PDQ) dated 10/24/97 and submitted for this review;
- ◆ Telephone conversation with the subject position's Deputy Director;
- ◆ Review and comparison to class specification for Administrative Staff Assistant/#2402004;
- ◆ Team A'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 essential purpose of this position is to provide direct support to the office (Director, ten professional, and two clerical staff), performing general administrative functions as well as assisting in the coordination and preparation of unit's budget, special department projects and programs.

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 is currently identified as "exempt from classified service" and is allocated to an exempt title, Administrative Secretary. Although exempt, Administrative Secretaries in the City of Seattle can be described loosely as "confidential personal secretaries" for high level management positions. Positions at this level can be expected to perform a wide variety of clerical and administrative tasks as needed.

Management contend that the subject position's duties are beyond the current allocation due to gradual accretion of duties beginning in 1987, and thus requested the title of Administrative Staff Assistant. To appropriately allocate the subject position, its duties and responsibilities were reviewed and compared to the class spec for Administrative Staff Assistant. The aforementioned title describes positions that cover the coordination of department projects and programs for a small unit. Tasks include monitoring budget; conducting research; directing and coordinating special projects; resolving personnel problems; and interpretation and application of policies.

According to the submitted PDQ and a telephone conversation with the position's deputy director, the subject position has, over the years, been responsible for coordinating special programs or projects; coordinating and directing a variety of general office functions; coordinating and preparing accounts payable; gathering data and assisting in budget preparation; participating in the hiring process; purchasing office supplies and equipment; and supervising subordinates' work. This position is relied upon to provide technical information and referral regarding matters of protocol, immigration, and consulates; and to interpret and apply policies and procedures to day-to-day situations.

Conclusion:

Based on the gradual accretion of duties and responsibilities assigned to the position since 1987, coupled with the high "visibility" and confidentiality required of the position, and this review, we found that the class spec for Administrative Staff Assistant reflects the diverse duties of position #015325. This comparison also revealed that the emphasis of the work assigned shifted from support and complex clerical work to the administration and coordination of department projects and programs.

Recommendation:

Therefore, the review team recommends allocation of position #015325 to the title of Administrative Staff Assistant, effective October 24, 1997, according to departmental management. Since position #015325 was exempt from classified service in the Administrative Secretary title, we recommend that the position continue to be exempt from classified service in the title of Administrative Staff Assistant due to the high "visibility" and confidentiality required of this position.

Costing:

If implemented on the 1998 First Quarter Ordinance, the maximum estimated cost of implementing this action would be \$2,559.52. This figure includes any current and retroactive (*if applicable*) cost for this action. The ongoing annual cost for this action would be \$6,279.13. The calculations are based on the difference between the top step of the current and the recommended salary range and includes statutory benefits (*FICA, etc.*). The actual amount payable to any affected employee will vary.



CLASSIFICATION DETERMINATION REPORT

Date: January 7, 1998 Report No.: 97-1520A

POSITION IDENTIFICATION

Department: Office of Management and Planning
Classification Title: Exempt
Ordinance Title: Director VIII, Exempt
Position Number: 025513
Bargaining Unit: 030 Current Salary: \$29.87 - \$34.65 Range: 43.5A

RECOMMENDED ACTION

Classification Title: Strategic Advisor 2, Exempt
Ordinance Title: Strategic Advisor 2, Exempt
Legislation Required: Yes
Bargaining Unit: NA Recommended Salary: \$25.20-\$34.02
Remarks: Second action on this position number. See report #1520 for background information

INCUMBENT STATUS

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

Recommended: Team A *shf iyo* Class/Comp Analyst(s)
Approved: Edie Jorgensen *Edie* Class/Comp Supervisor
Lidia Santiesteban *Lidia* Class/Comp Director
Sarah Welch *SW* Personnel Director

SOURCE OF REQUEST

This position was reviewed as a result of a request from the department, who asked that the position be included in the Managers/Strategic Advisors Program.

ANALYSIS AND RECOMMENDATION**Scope of Review:**

The position was reviewed by a team of class/comp analysts for inclusion in the Managers and Strategic Advisor Program. The point factor analysis yielded 575 points in the Strategic Advisor point factor system resulting in its allocation to Zone 2. The points for each dimension are listed below.

Point Factor Dimensions:

| Program | Policy | Technical | Budget/ Fiscal | Human Resources | Communications | Matrix |
|---------|--------|-----------|-------------------|--------------------|----------------|--------|
| 75 | 175 | 0 | 75 | 50 | 100 | 100 |

Recommendation:

Based on the duties and responsibilities, we recommend that this position be designated as a Strategic Advisor Zone 2, Exempt, effective January 7, 1998.

Costing:

The implementation of this action will result in no additional cost to the department.



CLASSIFICATION DETERMINATION REPORT

Date: January 9, 1998

Report No.: 97-1519

POSITION IDENTIFICATION

Department: Executive Services
Classification Title: Unclassified
Ordinance Title: Assistant Contracting Services Administrator
Position Number: 023939
Bargaining Unit: 030 Current Salary: \$21.67-\$25.23 (Range: 35.0A)

RECOMMENDED ACTION

Classification Title: Purchasing, Contracting & Risk Management Manager 1
Ordinance Title: Purchasing, Contracting & Risk Management Manager 1
Legislation Required: Yes
Bargaining Unit: NA Recommended Salary: \$21.33-\$28.79
Remarks:

INCUMBENT STATUS

Incumbent:
Current Standing: Assistant Contracting Services Administrator
Recommended Standing: Purchasing, Contracting & Risk Management Manager 1
In recommended standing, incumbent status is:
 Regular; Probationary; Temporary.
Authority: Personnel Rule
 2.3.100; 2.3.200; 2.3.300.

| | | |
|--------------|------------------------------|-----------------------|
| Recommended: | Team A <i>shg iyo</i> | Class/Comp Analyst(s) |
| Approved: | Edie Jorgensen <i>ej</i> | Class/Comp Supervisor |
| | Lidia Santiesteban <i>LS</i> | Class/Comp Director |
| | Sarah Welch <i>SW</i> | Personnel Director |

SOURCE OF REQUEST

This position was reviewed as a result of a request from the department in October of 1997. Position #023939 is located in the Public Works and Contracting Section of ESD. The unit is responsible for administrative management of the City's public works and consultant contracting process.

ANALYSIS AND RECOMMENDATION**Background Information:**

The two reasons cited for the request were performance at a higher level, and reclassification of a subordinate position that makes the salary of this position "inadequate." Cited as examples of the higher level of performance are: a recently added public works apprenticeship program, "consideration of" implementation of legislation that would restrict the City from contracting with firms who have certain foreign investments, "possible development" of a program requiring City contractors to offer domestic partner benefits, and assistance in implementing federal government's regulations on HUD funded public works projects for use of local labor on the projects. It is stated that these new initiatives, along with dozens of others, have forced the Contracting Services Administrator (CSA) to delegate more responsibilities to the Assistant CSA.

The new initiatives (at least those stated above) appear to be, at least in part, programs that are under consideration but have not yet been implemented. In addition, the Assistant CSA has not yet assumed the responsibility for the supervision of the reclassified subordinate position (the position has been advertised but was not filled as of the date of this report). As this will clearly happen in the near future, and because the workload is most assuredly on the increase, we feel that the position should be included in the new Managers and Strategic Advisors Program effective January 7, 1998, in lieu of a reclassification in 1997. This will allow management to increase the pay for this position as duties and responsibilities are added.

Scope of Review:

The position was reviewed by a team of Class/Comp analysts for inclusion in the Managers and Strategic Advisors Program. The point factor analysis yielded 286 points in the Manager point factor system, resulting in its allocation to Zone 1. The points for each dimension are listed below:

Point Factor Dimensions:

| Program | Policy | Technical | Budget/ Fiscal | Human Resources | Communications | Matrix |
|---------|--------|-----------|-------------------|--------------------|----------------|--------|
| 60 | 53 | 0 | 47 | 43 | 43 | 40 |

Recommendation:

Based on the duties and responsibilities, we recommend that this position be designated as a Purchasing, Contracting and Risk Management Manager 1, effective January 7, 1998.

Costing:

If implemented on the 1998 First Quarter Ordinance, the maximum estimated cost of implementing this action would be \$2,888.08. This figure includes any current and retroactive (*if applicable*) cost for this action. The ongoing annual cost for this action would be \$8,664.23. The calculations are based on the difference between the top step of the current and the recommended salary range and includes statutory benefits (*FICA, etc.*). The actual amount payable to any affected employee will vary.



CLASSIFICATION DETERMINATION REPORT

Date: January 20, 1998 **Report No.:** 98-1636

POSITION IDENTIFICATION

Department: Executive Services
Classification Title: Janitor, Senior
Ordinance Title: Janitor, Senior - DAS/CL
Position Number: 014421
Bargaining Unit: 036 **Current Salary:** \$12.48-\$13.47 (Range: n/a)

RECOMMENDED ACTION

Classification Title: Janitor, Lead
Ordinance Title: Janitor, Lead - DAS/CL
Legislation Required: Yes
Bargaining Unit: 036 **Recommended Salary:** \$12.48-\$13.47 (Range: n/a)
Remarks: Title change only

ANALYSIS AND RECOMMENDATION

The title of Janitor, Senior was changed to Janitor, Lead as a result of the Classification Project. In order to update the position file and rid the system of titles no longer appropriate to use, it is recommended that position number 014421 (see Exhibit A) be allocated to the new title of Janitor, Lead. (This position number was apparently overlooked when the original allocation list was created.) This action is effective 1/2/91.

Recommended: Susie Hansen Farrell Classification/Compensation Analyst(s)
Approved: Edie Jorgensen Classification/Compensation Supervisor
Lidia Santiesteban Classification/Compensation Director
Sarah Welch Personnel Director



CLASSIFICATION DETERMINATION REPORT

Date: January 23, 1998 **Report No.:** 98-1645

POSITION IDENTIFICATION

Department: Executive Services
Classification Title: Data Processing Systems Analyst
Ordinance Title: Data Processing Systems Analyst
Position Number: See attached Exhibit A
Bargaining Unit: 034 **Current Salary:** \$20.19 - 23.59 (Range: n/a)

RECOMMENDED ACTION

Classification Title: Systems Analyst
Ordinance Title: Systems Analyst
Legislation Required: Yes
Bargaining Unit: 034 **Recommended Salary:** \$20.19 - 23.59 (Range: n/a)
Remarks: Title change only

ANALYSIS AND RECOMMENDATION

The title of Data Processing Systems Analyst was changed to Systems Analyst as a result of the Classification Project. In order to update the position file and rid the system of titles no longer appropriate to use, it is recommended that position number 023819 (see Exhibit A) be allocated to the title of Systems Analyst. This action is effective 1/2/91.

Recommended: Susie Hansen Farrell Classification/Compensation Analyst(s)
Approved: Edie Jorgensen Classification/Compensation Supervisor
Lidia Santiesteban Classification/Compensation Director
Sarah Welch Personnel Director

EXHIBIT A

Date: January 23, 1998

Report #98-1645

Department: Executive Services

Current Classification Title: Data Processing Systems Analyst

Current Ordinance Title: Data Processing Systems Analyst

Current Salary: \$20.19 - 23.59 (Range: n/a) **Bargaining Unit:** 034

Recommended Classification Title: Systems Analyst

Recommended Ordinance Title: Systems Analyst

Recommended Salary: \$20.19 - 23.59 **Bargaining Unit:** 034

Effective Date: 1/2/91

INCUMBENT AND STATUS

Incumbent Name:

Position Number: 023819

In the Recommended Classification, Incumbent Standing is: No change.

This is a title change only.



CLASSIFICATION DETERMINATION REPORT

Date: January 23, 1998 **Report No.:** 98-1646

POSITION IDENTIFICATION

Department: Executive Services
Classification Title: Data Processing Systems Analyst, Senior
Ordinance Title: Data Processing Systems Analyst, Senior
Position Number: See attached Exhibit A
Bargaining Unit: 030 **Current Salary:** \$23.78 - \$27.73 (Range: 37.5A)

RECOMMENDED ACTION

Classification Title: Systems Analyst, Senior
Ordinance Title: Systems Analyst, Senior
Legislation Required: Yes
Bargaining Unit: 030 **Recommended Salary:** \$23.78-\$27.73 (Range: 37.5A)
Remarks: Title change only

ANALYSIS AND RECOMMENDATION

The title of Data Processing Systems Analyst, Senior was changed to Systems Analyst, Senior as a result of the Classification Project. Since the Classification Project is closed, and since a "title change only" does not affect service credit for layoff purposes, we recommend that the position numbers listed on the attached Exhibit A be allocated to the title of Systems Analyst, Senior effective Jan. 20, 1998, the date the obsolete title was discovered to still be in use.

Recommended: Susie Hansen Farrell Classification/Compensation Analyst(s)
Approved: Edie Jorgensen Classification/Compensation Supervisor
Lidia Santiesteban Classification/Compensation Director
Sarah Welsh Personnel Director

EXHIBIT A

Date: January 23, 1998

Report #98-1646

Department: Executive Services

Current Classification Title: Data Processing Systems Analyst, Senior

Current Ordinance Title: Data Processing Systems Analyst, Senior

Current Salary: \$23.78 - \$27.73 (Range: 37.5A)

Bargaining Unit: 030

Recommended Classification Title: Systems Analyst, Senior

Recommended Ordinance Title: Systems Analyst, Senior

Recommended Salary: \$ 23.78 - \$27.73 (Range: 37.5A)

Bargaining Unit: 030

Effective Date: 1/20/98

INCUMBENT AND STATUS

Incumbent Name:

Position Number: 015993

In the Recommended Classification, Incumbent Standing is: No change.

This is a title change only.

INCUMBENT AND STATUS

Incumbent Name:

Position Number: 024092

In the Recommended Classification, Incumbent Standing is: No change.

This is a title change only.

CITY OF SEATTLE
EXECUTIVE SERVICES DEPARTMENT



CLASSIFICATION DETERMINATION REPORT

Date: 01/21/98 Report No.: 98-1643

POSITION IDENTIFICATION
Department: Fire
Classification Title: Administrative Support Assistant
Ordinance Title: Administrative Support Assistant - BU
Position Number: 006624
Bargaining Unit: 035 Current Salary: \$11.82 - \$13.26 (Range: 18.0B)

RECOMMENDED ACTION
Classification Title: Administrative Specialist I
Ordinance Title: Administrative Specialist I - BU
Legislation Required: Yes
Bargaining Unit: 035 Recommended Salary: \$13.01-\$14.51 (Range:20.5B)
Remarks: Effective date: December 30, 1997

INCUMBENT STATUS
Incumbent:
Current Standing: Administrative Support Assistant I - BU
Recommended Standing: Administrative Specialist I - BU
In recommended standing, incumbent status is:
[X] Regular; [] Probationary; [] Temporary.
Authority: Personnel Rule
[] 2.3.100; [X] 2.3.200; [] 2.3.300.
Remarks: Effective date is December 30, 1997

Recommended: Team B *CDS* Classification/Compensation Analyst(s)
Approved: Edie Jorgensen *Edie Jorgensen* Classification/Compensation Supervisor
Lidia Santiesteban *Lidia Santiesteban* Classification/Compensation Director
Sarah Welch *Sarah Welch* Personnel Director

Source of Request and Position Identification:

This position was reviewed as a result of a request from the incumbent.

Position History:

Detailed historical data of the position can be accessed via the Personnel Division's Records Unit. This position is located in the Personnel Division of the Fire Department. It reports to a Personnel Specialist.

Scope of Review:

This review was conducted by Carl Swanson, Classification Analyst assigned to Team B. The review of the subject position included analysis of the following:

- ◆ the Position Description Questionnaire (PDQ) submitted for this review;
- ◆ Team B's review/analysis of subject position information;
- ◆ comparison to similar positions;
- ◆ class specifications for the subject class and other classes used for comparison;
- ◆ review of the organizational charts affecting the subject position;
- ◆ position history records and related classification files.

Summary of Work:

The essential purpose of this position is to provide a variety of clerical support and reception functions for the Personnel Division and the Fire Department Headquarters. Duties include:

- answering incoming phone calls (25%);
- sorting and distributing mail (15%);
- processing personal reference/past employment letters, organizing new recruits' personnel files, sending out requests for driving and criminal records(15%);
- purchasing office supplies: submitting, compiling, and reconciling requisitions and invoices (7%);
- monitoring incoming psychological and medical bills for Fire Fighter candidates, checking the bill for accuracy, matching the bill with the appropriate recruit class, filling out a requisition, and distributing and filing requisition copies (7%);
- processing retirement forms by computing years of service completed by the member, and their benefit coverage dates (5%);
- entering phone number change information and producing the transfer list (5%);

- entering disciplinary action information into a database, preparing letters for the Fire Chief's signature (5%);
- scheduling station tours for 33 fire stations (5%);
- entering personnel transactions in CSS and RMS (3%);
- logging incoming Medic donations and Plan Review payments into EXCEL (3%);
- and other clerical duties in support of the recruitment function (5%).

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:

class concepts:

ADMINISTRATIVE SPECIALIST I

Positions in this class performs the full range of general administrative support duties and/or several specialized clerical tasks in support of a program. Representative duties at this level include establishing and maintaining logs, files, indexes and similar records systems; compiling and editing special reports; composing routine correspondence; checking the work of others for errors or omissions; verifying information to be included in documents of public record; gathering statistical information to be used for reports; and reviewing; evaluating and entering data into a personal computer or terminal, creating or updating files.

The duties of this job have changed since the last position description was submitted in 1987. The increased use of office technology (voice mail, E-mail and personal computers) has changed the amount of time spent in answering the phone and distributing the mail. These non-complex, routine duties still account for 40% of the position, but the majority (60%) of the duties include more of a mix of general clerical responsibilities. These include the use of Excel spreadsheets, Access data bases, and CSS and RMS systems. The variety of these duties moves this position to the class concept of Administrative Specialist I.

Recommendation:

Based on the duties and responsibilities assigned, we recommend that this position be reclassified to Administrative Specialist I, effective December 30, 1997, the date the PDQ was signed.

Costing

If implemented on the 1998 First Quarter Ordinance, the maximum estimated cost of implementing this action would be \$1,267.59. This figure includes any current and retroactive (*if applicable*) cost for this action. The ongoing annual cost for this action would be \$3,042.22. The calculations are based on the difference between the top step of the current and the recommended salary range and includes statutory benefits (*FICA, etc.*). The actual amount payable to any affected employee will vary.

CITY OF SEATTLE
PERSONNEL DEPARTMENT



CLASSIFICATION DETERMINATION REPORT

| | |
|---|--|
| Date: January 26, 1998 | Report No.: 97-1644 |
| POSITION IDENTIFICATION | |
| Department: | Fire |
| Classification Title: | Administrative Specialist I |
| Ordinance Title: | Administrative Specialist I |
| Position Number: | 006629 |
| Bargaining Unit: | 030 Current Salary: \$13.01 - 14.51 (Range: 20.5B) |
| RECOMMENDED ACTION | |
| Classification Title: | Assistant Personnel Specialist |
| Ordinance Title: | Assistant Personnel Specialist |
| Legislation Required: | Yes |
| Bargaining Unit: | 030 Recommended Salary: \$14.77 - 17.22 (Range: 25.0A) |
| Remarks | See next page for pertinent allocation information |
| INCUMBENT STATUS | |
| Incumbent: | |
| Current Standing: | Administrative Specialist I |
| Recommended Standing: | Assistant Personnel Specialist |
| In recommended standing, incumbent status is: | |
| <input checked="" type="checkbox"/> Regular | <input type="checkbox"/> Probationary <input type="checkbox"/> Temporary |
| Authority: Personnel Rule | |
| <input type="checkbox"/> 2.3100 | <input checked="" type="checkbox"/> 2.3.200 <input type="checkbox"/> 2.3.300 |
| Remarks: | Gradual accretion of duties |

Recommended: Team B *J* *CSS* Classification Analyst(s)

Approved: Edie Jorgensen *EJ* Classification Supervisor

Lidia Santiesteban *LS* Classification/Compensation Director

Sarah Welch *SW* Personnel Director

Position Identification And Source Of Request

This position was reviewed as a result of a departmental request. Position #006629 is located in the Personnel Division within the Fire Department. This Division is responsible for all personnel related matters, including EEO/Affirmative Action, Labor Relations, recruitment, diversity management, pre-employment processing, employee counseling, discipline and recordkeeping.

Scope of Review:

This review was conducted by Gail Thompson, a Classification Analyst assigned to Team B. The review consisted of an analysis and evaluation of the following:

- ◆ the Position Description Questionnaire (PDQ) dated October 28, 1997;
- ◆ class specifications in the Administrative Support and Personnel Specialist class series;
- ◆ an informational interview with the incumbent;
- ◆ comparison to similar positions;
- ◆ organization unit affecting the subject position;
- ◆ position history records and related classification files.

Summary of Work

According to departmental management, changes in staffing, recruiting, hiring and technologies have resulted in changes in the work of the subject position. The work has evolved from that of providing **clerical support** (such as word processing, entering data into databases, answering telephones, processing mail, and assisting with pre-employment by scheduling interviews and preparing correspondence), to that of providing **technical support** to the Personnel Division. Tasks include:

➤ Technical Support (50%)

Coordinating and scheduling Oral Boards Interviews for Fire Fighter candidates; preparing and distributing recruitment materials and assisting with the coordination of area recruitment events; scheduling interviews, medical and psychological examination for recruits; receiving and disseminating background verification information; creating and maintaining confidential recruitment files; developing databases, queries and ad hoc reports; responding to inquiries regarding Personnel policies and procedures and the hiring process; monitoring the civilian performance evaluation process; and assisting with a variety of special projects.

- Processing Personnel Documents (25%)
Processing internal transfers and scheduling changes; updating CSS and RMS databases; processing jury duty and military leave of absences, vehicle accident reports, and disciplinary charges in accordance to union contracts; establishing records for new employees; creating and maintaining personnel files; and responding to employment verification questions.

- Coordinating Vacation Schedules (15%)
Processing vacation documents for all uniform personnel; researching and investigating problems and preparing correspondence accordingly; calculating vacation hours for uniformed personnel.

- Miscellaneous Activities (10%)
Overseeing the work of temporary and work study support; and providing backup to the receptionist.

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

Analysis:

The class series of Administrative Support and Personnel Specialist were chosen for this review. Work of the Administrative Support class series differs from that of the Personnel Specialist in that positions allocated to the former are responsible for performing administrative support duties and/or several specialized clerical tasks in support of a program. Representative duties include: establishing and maintaining logs, files, indexes and similar records systems; compiling and editing special reports; composing routine correspondence; checking the work of others for errors or omissions; verifying information to be included in documents of public record; gathering statistical information to be used for reports; reviewing, evaluating and entering data into a personal computer or terminal, and creating or updating files. Positions allocated to the Personnel Specialist class series perform clerical and paraprofessional tasks in support of a department's personnel management operation, including coordinating and participating in employee selection processes, interviews, orientations and related activities, and processing a variety of personnel transaction documents.

Positions allocated to the Assistant Personnel Specialist class series perform clerical tasks as part of their duties, the same as in the Administrative Support class series. However, the distinction between the Administrative Support and the Personnel Specialist class series is that the latter is responsible for a limited range of technical tasks normally associated with personnel management functions.

The subject position has assumed a variety of paraprofessional functions typical of those performed by positions allocated to the Personnel Specialist class series. The body of work assigned to the subject position, however, entails the *less complex*, technical personnel management tasks which are generally associated with the Assistant level (*i.e., processing personnel and payroll transaction documents, employment process participation and coordination, personnel policy and procedural dissemination and explanation, and personnel records administration*).

RECOMMENDATION

Therefore, it is recommended that Position #006629 be reclassified to the title of Assistant Personnel Specialist. This action should become effective October 28, 1997, the date the PDQ was signed.

Costing

If implemented on the 1998 First Quarter Ordinance, the maximum estimated cost of implementing this action would be \$3,847.39. This figure includes any current and retroactive (*if applicable*) cost for this action. The ongoing annual cost for this action would be \$6,595.52. The calculations are based on the difference between the top step of the current and the recommended salary range and includes statutory benefits (*FICA, etc.*). The actual amount payable to any affected employee will vary.



CLASSIFICATION DETERMINATION REPORT

Date: 3/02/98

Report No.: 98-1676

POSITION IDENTIFICATION

Department: Fire Department
Classification Title: Industrial Hygienist, Certified
Ordinance Title: Industrial Hygienist, Certified
Position Number: 025185
Bargaining Unit: 030 Current Salary: \$23.78 hr. - \$27.73 hr. (rg 37.5A)

RECOMMENDED ACTION

Classification Title: Equal Employment Coordinator
Ordinance Title: Equal Employment Coordinator
Legislation Required: Yes
Bargaining Unit: 030 Recommended Salary: \$21.67 hr. - \$25.23 hr. (rg 35.0A)
Remarks: Copy of PDQ is attached.

INCUMBENT STATUS

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

Recommended: Carla H. Coward *che* Class/Comp Analyst
Approved: _____ Class/Comp Supervisor
Lidia Santiesteban *LS* Class/Comp Director
Sarah Welch *SW* Personnel Director

SOURCE OF REQUEST / POSITION IDENTIFICATION

This position was reviewed as a result of a request from the Personnel Division of the Seattle Fire Department to change a uniformed Captains position that did Equal Employment work to a civilian position doing the same work. To expedite this process the Department has asked that we reclassify a vacant Industrial Hygienist, Certified position to a Equal Employment Opportunity position .

This Division provides policy, procedure, labor contract guidance, advice and assistance to a workforce of 1,000+ Executives, Chiefs, Fire Officers and employees.

SCOPE OF REVIEW

Review of this position included analysis of the following:

- Position Description Questionnaire (PDQ) submitted for the purposes of this review;
- Manager/Strategic Advisor Job Evaluation Questionnaire;
- Class Specification #2150004;
- Manager and Strategic Advisor point factor matrices;
- Organizational Chart;
- and other records available internally.

STATEMENT OF DUTIES

The essential purpose of this position is, in consultation with the Fire Department's Personnel Director and other expert advisors to coordinate, plan, develop, and monitor Equal Employment Opportunity (EEO), Affirmative Action Plans (AAP) and Americans with Disabilities Act (ADA), and oversee employment practices to assure compliance with non-discrimination/non-harassment in the work place.

NOTE: For a more complete listing of this position's responsibilities, see the Position Description Questionnaire (PDQ), dated February 9, 1998, submitted for the purposes of this review.

ANALYSIS

The position was reviewed by a team of class/comp analysts for inclusion in the Managers or Strategic Advisor Program. The point factor analysis yielded 50 points in the Strategic Advisor point factor system and 103 points in the Manager point factor system. Two hundred points are needed to place this position in either of the programs.

The position was compared to like positions at City Light and Seattle Public Utilities (SPU). The Equal Employment (EEO) Coordinator class spec was also reviewed to determine if it was a good match for this position.

The duties of incumbents in EEO Coordinator positions, develop, administer and implement the department's EEO and AA plans including complaint resolution, compliance review and preparation of a variety of statistical and narrative reports.

The EEO Coordinator at SPU also oversees ADA and related functions.

RECOMMENDATION

Based on the duties and responsibilities, we recommend that this position be designated as an Equal Employment Coordinator, effective the date the PDQ was signed, February 9, 1998.

CITY OF SEATTLE
EXECUTIVE SERVICES DEPARTMENT
PERSONNEL DIVISION

CLASSIFICATION DETERMINATION REPORT

Date: 9/19/97

Report No.: 971349

POSITION IDENTIFICATION

Department: Housing and Human Services
Classification Title: See Exhibit A
Ordinance Title: See Exhibit A
Position Number: See Exhibit A Current Salary: \$14.00 - \$15.66
Range: 22.5B
Bargaining Unit: 034
035

RECOMMENDED ACTION

Classification Title: Finance Analyst, Assistant
Ordinance Title: Finance Analyst, Assistant
Bargaining Unit: 030 Recommended Salary: \$15.94-\$18.55
Legislation Required: Yes Range 27.0A
Remarks: See Salary Report #971487 for compensation data.

INCUMBENT STATUS

Incumbent: See Exhibit A
Current Standing: See Exhibit A
Recommended: See Exhibit A
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: See Exhibit A

Recommended: Team 1 *[Signature]* Classification/Compensation Analyst
Approved: Edie Jorgensen *[Signature]* Classification/Compensation Supervisor
Lidia Santiesteban *[Signature]* Classification/Compensation Director
Sarah Welch *[Signature]* 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:

These positions were reviewed as a result of a request from the Department of Housing and Human Services' management. They are requesting these positions be reclassified to the nonexistent title of Assistant Finance Analyst.

These positions are located in the Program Support Division's Grants Management Work Unit which provides financial support and budgetary expertise to the department/divisions by developing and monitoring divisional budgets and program budgets; developing budgetary components of grants applications; projecting costs; monitoring differences between divisional expenditures and revenues; providing technical assistance and reconciling City and grantor requirements to divisional staff; providing financial forecasting to support strategic financial management; providing recommendations in support of departmental capacity-building initiatives; recommending and documenting need for de-funding actions; working with auditors to respond to and resolve inquiries; providing reports and financial statements; and providing backup for fund source invoicing.

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.; 4000005 Accounting Technician II and 2003504 Finance Analyst;
- Position file contents; and
- Corroboration among a team of Classification Analysts

Summary of Work

The primary purpose of these positions is to provide assistance for various financial analysis and budgetary support functions including the preparation and defense of a departmental/divisional budget and budget components of grant applications; financial management or fiscal/budgetary control of operating budgets, capital budgets and/or program grants with multiple sub-components and unique reporting requirements, regulations and funding cycles; analysis of financial issues; and preparation of financial reports, expenditure/status reports, and fund source invoicing. Provides technical assistance and training to program staff on City and grantor financial requirements and

reconciling differences in requirements; assists Finance Analysts in identifying fiscal/budgetary problem areas and recommending solutions.

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:

The merger of the former Department of Community Development with the Department of Housing and Human Services, combined with the implementation of SFMS, increased numbers of grants and locally-funded programs, the introduction of more detailed/stringent fund source regulations, complex transactions/procedures and sophisticated reporting requirements, have impacted the work of the subject positions and the Finance Analysts within the department. Closer management of diminishing and shifting fund sources as a result of changes at the Federal, State and Local levels create more demand from program management for sophisticated financial reporting, forecasting and resource management by the department's Finance Analysts.

In order to accommodate the above workload and reporting requirements, aspects of the Finance Analysts' work, which were either not performed and/or are of the more routine nature, were designed for the subject Accounting Technician II positions. This transfer of work would enable the Finance Analysts to perform the more sophisticated financial forecasting and management.

The subject Accounting Technician IIs are performing tasks beyond those characterized within the accounting technician support series, i.e., accounting support tasks and maintenance activities of an assigned accounting area or set of records such as payroll, AR/AP, purchasing or other accounting function. The positions are now responsible for performing both clerical support and paraprofessional tasks to assist the professional Finance Analysts in various budgetary and financial support functions including the preparation and defense of a budget and budget components of grant applications; financial management or fiscal/budgetary control of operating budgets and/or grants; analysis of financial issues; and preparation of financial reports, expenditure and status reports and fund source invoicing.

Recommendation:

Based on the above, the review team recommends the development of a Finance Analyst, Assistant classification in order to recognize the body of work performed by the subject positions. This recommendation is effective 7/8/97, the date of the request from the department delineating the paraprofessional nature of the duties.

Costing:

If implemented on the 1998 First Quarter Ordinance, the maximum estimated cost of implementing this action would be \$10,221.84. This figure includes any current and retroactive (*if applicable*) cost for this action. The ongoing annual cost for this action would be \$ 12,266.22. The calculations are based on the difference between the top step of the current and the recommended salary range and includes statutory benefits (*FICA, etc.*) The actual amount payable to any affected employee will vary.

EXHIBIT A

REPORT NO. 971349

RECOMMENDED SALARY: \$15.94-\$18.55
Range 27.0A

RECOMMENDED CLASSIFICATION TITLE: Finance Analyst, Assistant

RECOMMENDED ORDINANCE TITLE: Finance Analyst, Assistant

INCUMBENT:

DEPARTMENT: Housing and Human Services

POSITION: # 015506

CURRENT SALARY: \$14.00-\$15.66(Range: 22.5B)

CURRENT CLASSIFICATION TITLE: Accountant

CURRENT ORDINANCE TITLE: Accounting Technician II ilo Accountant

CURRENT STATUS: Regular

RECOMMENDED STATUS: Temporary

REMARKS:

INCUMBENT:

DEPARTMENT: Housing and Human Services

POSITION: # 022740

CURRENT SALARY: \$14.00-\$15.66 (Range 22.5B)

CURRENT CLASSIFICATION TITLE: Accounting Technician II

CURRENT ORDINANCE TITLE: Accounting Technician II- BU

CURRENT STATUS: Regular

RECOMMENDED STATUS: Temporary

REMARKS

INCUMBENT:

DEPARTMENT: Housing and Human Services

POSITION: # 023616

CURRENT SALARY: \$14.00- \$15.66 (Range 22.5B)

CURRENT CLASSIFICATION TITLE: Accounting Technician II

CURRENT ORDINANCE TITLE: Accounting Technician II- BU

CURRENT STATUS: Regular

RECOMMENDED STATUS: Temporary

REMARKS:

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/98
Department: Housing and Human Services
Report Number: 97-1349c
Effective Date: 7/8/97

| 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 1998 Rate |
|----------------------------|--|---|---|---|---|---------------|---------------------|------------------------|
| Current Year Ends 12/31/98 | Finance Analyst, Assistant (Range 27.0A) | \$ 18.55 | Accounting Technician II-BU (Range 22.5B) | \$ 15.66 | \$ 2.89 | 4 | \$ 2,011.44 | \$ 6,034.32 |
| Previous Year: 1997 | | \$ 18.55 | | \$ 15.66 | \$ 2.89 | 6 | \$ 3,017.16 | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Subtotal | | | | | | | \$ 5,028.60 | \$ 6,034.32 |
| Plus 16.56% for Benefits | | | | | | | \$ 832.74 | \$ 999.28 |
| Cost Estimate Per Position | | | | | | | \$ 5,861.34 | \$ 7,033.60 |
| Number of Positions | | | | | | 2 | 2 | 2 |
| Total Cost Estimate | | | | | | | \$ 11,722.67 | \$ 14,067.21 |

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/98
Department: Housing and Human Services

Report Number: 97-1349C
Effective Date: 7/8/97

| 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 1998 Rate |
|----------------------------|-------------------------|---|------------------------|---|---|---------------|---------------------|------------------------|
| Current Year Ends 12/31/98 | Finance Analyst, | \$ 18.55 | Accountant (Range N/A) | \$ 19.29 | (\$0.74) | 4 | (\$515.04) | (\$1,545.12) |
| Previous Year: 1997 | Assistant (Range 27.0A) | \$ 18.55 | | \$ 19.29 | (\$0.74) | 6 | (\$772.56) | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Subtotal | | | | | | | | |
| Plus 16.56% for Benefits | | | | | | | (\$213.23) | (\$255.87) |
| Cost Estimate Per Position | | | | | | | (\$1,500.83) | (\$1,800.99) |
| Number of Positions | | | | | | 1 | 1 | 1 |
| Total Cost Estimate | | | | | | | (\$1,500.83) | (\$1,800.00) |



CLASSIFICATION DETERMINATION REPORT

Date: December 9, 1997

Report No.: 97-1493

POSITION IDENTIFICATION

Department: Housing & Human Services
Classification Title: Grants & Contracts Specialist
Ordinance Title: Grants & Contracts Specialist
Position Number: 023243
Bargaining Unit: 030 Current Salary: \$16.88-\$19.65 (Range: 28.5A)

RECOMMENDED ACTION

Classification Title: Human Services Coordinator
Ordinance Title: Human Services Coordinator
Legislation Required: Yes
Bargaining Unit: 030 Recommended Salary: \$16.57-\$19.29 (Range: 28.0A)
Remarks: See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent: Vacant as of 10/14/97
Current Standing: n/a
Recommended Standing: n/a
In recommended standing, incumbent status is:
 Regular; Probationary; Temporary.
Authority: Personnel Rule
 2.3.100; 2.3.200; 2.3.300.
Remarks:

Recommended: Team A *S.J.I.O.* Classification/Compensation Analyst(s)
Approved: Edie Jorgensen *EJ* Classification/Compensation Supervisor
Lidia Santiesteban *LS* Classification/Compensation Director
Sarah Welch *SW* Personnel Director

Source of Request and Position Identification:

This position was reviewed as a result of a request from the Department. Position #023243 is located in the Youth Program Development and Monitoring Unit of the Department of Housing and Human Services, which is responsible for administering and coordinating subcontracted youth service and development programs. The review was requested because this position's responsibilities are changing dramatically with the implementation of a new coordinated program in which the position will play a major role in managing and coordinating the new intake and referral system for the program.

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 A, consisting of Irene Ogunyemi and Susie Hansen Farrell. The review of the subject position included analysis of the following:

- ◆ Position Description Questionnaire (PDQ) dated June 27, 1997 and submitted for this review;
- ◆ Team A's review/analysis of subject position information;
- ◆ Comparison of other positions;
- ◆ Comparison of classification specifications for Program Intake Representative, Human Services Coordinator, and Administrative Staff Assistant.
- ◆ Review of the organizational charts affecting the subject position;
- ◆ Position history records and related classification files.

Summary of Work:

The essential purpose of this position is to manage a coordinated intake and referral system for the Division of Family and Youth Services (DFYS) Youth case/management programs which includes four programs. These programs involve a partnership between DHHS and approximately 13 public and private organizations, 8 community-based youth organizations and a DHHS program. The position's frequent contact with staff from these agencies will provide knowledge and insight into service delivery and coordination issues that will be important to Grants and Contracts Specialists who will monitor contracts with these 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:

The position is currently classified as a Grants and Contracts Specialist. The department feels that the new duties of this position will require fairly sophisticated communication and problem-solving skills and suggests the title of Administrative Staff Assistant as a possible match for the position.

The Grants and Contracts Specialist title is no longer appropriate. A Grants and Contracts Specialist *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.* As stated in the PDQ submitted for this position, contracts will be monitored by other staff.

Administrative Staff Assistants *conduct research and data collection for special assignments; coordinate, prepare and monitor the unit's budget and participate in various personnel related activities; direct and coordinate special programs or projects; coordinate and direct a variety of general office functions; and supervise subordinate's work.* While this position could be said to coordinate special programs or projects, it does not have responsibilities in the areas of budget preparation, personnel-related activities, or supervision. Therefore, this title is not appropriate and will not be considered in the comparison.

For purposes of comparison, the duties listed on the PDQ will be discussed and evaluated as listed.

PDQ Summary of Duties

30% *Perform and/or supervise data entry of intake information into a computerized data management system. Monitor completeness and accuracy of data, produce client data reports required by fund sources. Assist...in accessing appropriate information from the computerized system.... Assist in expanding existing... system to serve additional users/purposes.*

A conversation with the Human Services Manager clarified that this position oversees and coordinates data entry activities for out-station locations. This would be considered to be lead work rather than supervision, as a supervisor also has responsibilities in the areas of discipline, giving performance evaluations, scheduling vacation time, etc.

The class specification for Human Services Coordinator states that this class *Develops and maintains a variety of program related records and tracking systems. Provides technical assistance and staff support to program participants, advisory councils or committees. Prepares monthly, annual or other specials reports....*

- 25% *Interview referring staff, youth and parents to gather additional information necessary to assign cases.... Find other resources in the community for youth who cannot be served by participating programs.*
- 10% *Receive referrals for case management services.... Review referral information for appropriateness of participating programs to needs identified on referral form.*

These duties are contained in the class specification for Program Intake Representative, which states *interview clients and determine their eligibility for...social service programs; assess and determine client needs and refer to appropriate program or services.*

- 10% *Communicate regularly with DFYS Program Specialists on status of services, referral issues, or service issues arising through coordinated intake process. Participate in program development and evaluation activities with program specialists to share information about program services and trends gained through intake and referral duties.*

A Human Services Coordinator coordinates program or component operations and activities with other units of the department, other departments, social service agencies, community groups, and human service providers. They also Assist in developing program or program component work plans, goals, and objectives and monitor and evaluate programs.

- 10% *Respond to inquiries concerning services for gang involved and at-risk youth. Maintain up to date resource and referral information and knowledge of service program strategies utilized by various programs. Respond to inquiries concerning programs participating in the coordinated intake system.*
- 5% *Maintain working relationships with participating programs to ensure successful referrals. Communicate with direct service and supervisory staff in partner programs on a regular basis. Follow up on referrals to determine whether youth were enrolled. Stay informed on case workers case loads and capacity for additional cases.*

The Human Services Coordinator performs a variety of program support functions. The class requires knowledge of human services program and contract administration activities. Personal contacts occur frequently with program participants, human service providers, and advisory councils for the purpose of...promoting program participation, and providing program-related information.

- 5% *Participate with program specialists in planning training and coordination activities for direct service workers. Perform staff training and technical assistance....*

5% *Participate in interagency planning activities related to youth intake and referral and data management. Provide technical assistance to program specialists and program administrators in adding new programs to the intake system.*

A Human Services Coordinator *plans, arranges for and/or conducts training activities.* They coordinate activities with other human service providers, provide technical assistance and staff support.

Summary:

This is a mixture of duties and does not fit neatly within any one class spec. Approximately 65% of the duties appear to meet the Human Services Coordinator specification. Although the examples of work for the Human Services Coordinator position include *monitoring for compliance to program contract guidelines*, the class summary specifically says "*monitoring and assessing **services***" (emphasis added). The Program Intake Representative title would seem to be more appropriate for a position conducting intake and referral duties; however, the class specification for that title does not encompass the full scope of responsibility expected of this position. Therefore, the Human Services Coordinator title is the more appropriate one.

Recommendation:

Because the duties of this position have changed as described above, and the majority of the new duties fall within the classification specification for Human Services Coordinator, we recommend the subject position be reallocated to the title of Human Services Coordinator. This classification action should become effective thirty (30) days after the passage of the ordinance since it represents a downgrade for this position.



CLASSIFICATION DETERMINATION REPORT

Date: February 12, 1998 Report No.: 98-1670

POSITION IDENTIFICATION
Department: Municipal Court
Classification Title: Court Cashier
Ordinance Title: Court Cashier
Position Number: 011408
Bargaining Unit: 040 Current Salary: \$13.73 - \$15.94 (Range: 23.0A)

RECOMMENDED ACTION
Classification Title: Management Systems Analyst
Ordinance Title: Management Systems 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: Vacant
Current Standing: n/a
Recommended Standing: n/a
In recommended standing, incumbent status is: n/a
 Regular; Probationary; Temporary.
Authority: Personnel Rule
 2.3.100; 2.3.200; 2.3.300.
Remarks:

Recommended: Team A *MS* Classification/Compensation Analyst(s)
Approved: Edie Jorgensen *MS* Classification/Compensation Supervisor
Lidia Santiesteban *MS* Classification/Compensation Director
Sarah Welch *MS* Personnel Director

Source of Request and Position Identification:

This position was reviewed as a result of a request from the department. Position #011408 is currently located in the Court Payments unit of the Municipal Court of Seattle. These positions receive and process payments received for Court ordered fines, moving and parking citations, bail, and other misdemeanor payments; perform cashing and general accounting functions; balance daily cash receipts; and process adjustments, refunds, corrections and reconcile entries.

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 A, consisting of Irene Ogunyemi and Susie Hansen Farrell. The review of the subject position included analysis of the following:

- ◆ Position Description Questionnaire (PDQ) dated February 5, 1998 and submitted for this review;
- ◆ Team A's review/analysis of subject position information;
- ◆ Comparison of classification specification for Management Systems Analyst;
- ◆ Position history records and related classification files.

Summary of Work:

The essential purpose of this position is to analyze past and current policies, procedures and practices and then assist management in the development and promulgation of appropriate policies and procedures. This position will also be responsible for establishing the mechanisms and systems necessary to ensure that such policies and procedures remain current.

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 Court is requesting that a vacant Court Cashier position be reclassified to provide a position that will be capable of developing, drafting and implementing standardized policies and procedures for all operational and support areas of the Court. The position will be working with management and employees to analyze current business processes and policies of the Court and will develop and standardize formal policies and procedures. It will also be responsible for implementing and maintaining systems necessary to ensure that these new policies and procedures remain current with the

needs and business practices of the Court while reflecting changes in State statute, City ordinances, and State and local Court Rules. The position will provide training to management and staff on procedural analysis and the development of operational procedures for the work of Court units. If reclassified, the position will report directly to the Court Administrator.

The duties listed on the PDQ were compared to the class spec for the Management Systems Analyst. The spec states that these positions provide advice and service to management on specific operational and administrative 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. These positions evaluate the effectiveness of operating procedures and devise the most efficient methods of accomplishing work in such areas as planning, policy development, work methods or procedures, with the objective of improving managerial effectiveness. Positions in this class work independently, and use judgment in selecting and applying the most appropriate guidelines or in choosing the best method of addressing operations issues.

The above summary effectively describes the body of work the Court expects to assign to the new position.

Recommendation:

Since the duties described in the class spec for Management Systems Analyst match those described in the PDQ submitted for this review, we recommend the subject position be allocated to the title of Management Systems Analyst effective February 5, 1998, the date of the PDQ.

Costing:

If implemented on the 1998 First Quarter Ordinance, the maximum estimated cost of implementing this action would be \$4,508.42. This figure includes any current and retroactive (*if applicable*) cost for this action. The ongoing annual cost for this action would be \$18,034.26. The calculations are based on the difference between the top step of the current and the recommended salary range and includes statutory benefits (*FICA, etc.*). The actual amount payable to any affected employee will vary.



CLASSIFICATION DETERMINATION REPORT

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| Date: June 6, 1997 | Report No.: 97-1285 | |
| POSITION IDENTIFICATION | | |
| Department: | Neighborhoods | |
| Classification Title: | Administrative Specialist I | |
| Ordinance Title: | Administrative Specialist I | |
| Position Number: | 023943 | |
| Bargaining Unit: | 030 | Current Salary: \$13.01 - 14.51 (Range: 20.5B) |
| RECOMMENDED ACTION | | |
| Classification Title: | Systems Programmer Analyst | |
| Ordinance Title: | Systems Programmer Analyst | |
| Legislation Required: | Yes | |
| Bargaining Unit: | 030 | Recommended Salary: \$18.37 - 21.42 (Range: N/A) |
| Remarks | See next page for pertinent allocation information | |
| INCUMBENT STATUS | | |
| Incumbent: | | |
| Current Standing: | Administrative Specialist I | |
| Recommended Standing: | Systems Programmer Analyst | |
| In recommended standing, incumbent status is: | | |
| <input checked="" type="checkbox"/> Regular | <input type="checkbox"/> Probationary | <input type="checkbox"/> Temporary |
| Authority: Personnel Rule | | |
| <input type="checkbox"/> 2.3100 | <input checked="" type="checkbox"/> 2.3.200 | <input type="checkbox"/> 2.3.300 |
| Remarks: | | |

Recommended: Team 2 Classification Analyst(s)

Approved: Edie Jorgensen Classification Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

This position was reviewed as a result of a departmental request. Position No. 023943 is located in the Neighborhoods Program Division within the Department of Neighborhoods. This Division is responsible for supporting the department's workstations by setting up, configuring, and troubleshooting software/hardware; assisting with application development, managing databases, providing documentation and training to users in the proper use of applications in thirteen locations.

Scope of Review:

This review was conducted by Gail Thompson, a Classification Analyst assigned to Team B. This review consisted of an analysis and evaluation of the following:

- ◆ the Position Description Questionnaire (PDQ) dated May 16, 1997;
- ◆ comparative reviews of class specifications and position files in the Administrative Support, Systems Analyst and Management Systems Analyst class series;
- ◆ comparison to similar positions;
- ◆ organization unit affecting the subject position;
- ◆ position history records and related classification files.

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

Background:

The subject position was created in the 1992 Budget and at that time allocated to the title of Administrative Specialist I. According to departmental management the work of this position has evolved from that of Administrative Specialist I to Management Systems Analyst, Entry. The need for additional technical support has resulted in lower level duties and responsibilities normally assigned to the Management Systems Analyst being reassigned to the subject position. It is the department's belief that the reassignment of these duties and responsibilities has caused the misclassification of this position. Departmental management is therefore requesting that the subject position be reviewed and reclassified to the title of Management Systems Analyst, Entry.

SUMMARY OF WORK

The essential purpose of the subject position is to assist the Management Systems Analyst in application development, troubleshooting of system software and hardware, and providing assistance to system users. Primary duties consist of the following:

- 40% **Hardware and Software Technical Support**
Assist in the analyzing and troubleshooting of hardware and peripherals; and research and resolve software problems.
- 35% **Database Maintenance and Development**
Assist in maintaining database applications, developing new applications, reports and queries, providing technical assistance in designing mailing databases, and designing of Web pages.
- 10% **Management of Tracking Database**
Develop, maintain and enhance tracking process; and train users.
- 15% **Provide Backup Services**
Assist system administrators in training E-mail users, troubleshooting basic E-mail software problems and in recovering and restoring E-mail boxes; troubleshoot network problems occurring at workstations; perform tape backups; recover lost data; and perform basic system failure diagnosis and isolate probable causes.

ANALYSIS

The class series of Management Systems Analyst and Systems Analyst were chosen for purposes of comparison. The work of these class series is characterized as:

Management Systems Analyst

Positions within this class series are expected to provide advice and service to management on specific operational and administrative processes by analyzing data gathered, developing information and considering all available solutions and alternatives; and by preparing recommendations to implement new systems, procedures or organizational changes.

Systems Analyst

Positions in this class diagnose and solve system problems within a specialty area using the techniques and methods of the specialty to determine the most appropriate methods and procedures for carrying out the assignment.

The incumbent and departmental management have requested that the subject position be allocated to the title of Management Systems Analyst Entry, which was recently amended to read: *Management Systems Analyst, Assistant*. We found through our review that positions allocated to the Management Systems Analyst class series are responsible for improving managerial effectiveness, by establishing the flow of information, determining how and to whom it will travel, and working with users and systems analyst to design an organizational system that achieves maximum efficiency from an operational perspective. Whereas, positions allocated to the Systems Analyst class perform technical functions within an automated program domain, such as writing code and formulas, and establishing network links through programmatic functions, etc.

The duties and responsibilities of the subject position have been reviewed with the specific objective of identifying the position's appropriate classification. Based on the above review, we conclude that the duties and responsibilities of the subject position most closely resemble those typically assigned to positions within the Systems Analyst class series.

Having concluded that the Systems Analyst class series is the appropriate class, what remains is to determine the level. This class series consists of five levels, and they are distinguished from one another by their respective degrees of work difficulty and responsibility. For this review the *entry and bridge* levels were chosen. Positions allocated to the *entry* level (*Systems Programmer*) write, update and maintain detailed instructions that list in a logical order the steps that computers must execute to perform functions. Whereas, positions assigned to the *bridge* level (*Systems Programmer Analysts*) perform programmer work and/or assist in the design, development and implementation of data processing systems.

The work of the subject position most closely resembles that of the Systems Programmer Analyst. Positions assigned to this paraprofessional (bridge) level perform journey level programming and/or entry level systems work. Duties include assisting in the design, development, analysis, implementation, enhancement and maintenance of software and/or hardware of data processing systems; troubleshooting hardware and/or software problems and providing corrective actions; training users; and serving as project members in carrying out assigned portions of project requirements. These duties and responsibilities are consistent with those currently assigned to the subject position (*assisting the Management Systems Analyst in analyzing and troubleshooting hardware, software and peripherals; developing, maintaining and enhancing data processing tracking systems; providing training to system users*)

The work of the subject position was also compared to that of other Systems Programmer positions throughout the City, and found to be similar in scope and complexity.

RECOMMENDATION

It is therefore, recommended that the subject position be allocated to the title of *Systems Programmer Analyst*. This action should become effective May 16, 1997, to coincide with the date the PDQ was signed.

COSTING

If implemented on the 1998 First Quarter Ordinance, the maximum estimated cost of implementing this action would be \$16,817.37. This figure includes any current and retroactive (*if applicable*) cost for this action. The ongoing annual cost for this action would be \$16,817.37. The calculations are based on the difference between the top step of the current and the recommended salary range and includes statutory requirements (*FICA, etc.*). The actual amount payable to any affected employee will vary.

CLASSIFICATION DETERMINATION REPORT

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| Date: February 11, 1998 | Report No.: 97-1342A |
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| POSITION IDENTIFICATION | |
| Department: | Parks and Recreation |
| Classification Title: | Installation Maintenance Worker |
| Ordinance Title: | Installation Maintenance Worker |
| Position Number: | 023675 Current Salary: \$15.81 - 16.43 |
| Bargaining Unit: | 019 Range: |
| Remarks: | |

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| RECOMMENDED ACTION | |
| Classification Title: | Facilities Maintenance Worker |
| Ordinance Title: | Facilities Maintenance Worker |
| Bargaining Unit: | 019 Recommended Salary: \$15.81 - 17.05 |
| Legislation Required: | Yes Range: |
| Remarks | See next page for pertinent allocation information. This action is the result of an appeal in lieu of arbitration; see "Addendum" section at end of report. |

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| INCUMBENT STATUS | |
| Incumbent: | |
| Current Standing: | Installation Maintenance Worker |
| Recommended Standing: | Facilities Maintenance Worker |
| In recommended standing, incumbent status is: | |
| <input checked="" type="checkbox"/> Regular | <input type="checkbox"/> Probationary <input type="checkbox"/> Temporary (<i>exam required</i>) |
| Authority: Personnel Rule | |
| <input type="checkbox"/> 2.3.100; | <input checked="" type="checkbox"/> 2.3.200; <input type="checkbox"/> 2.3.300 |
| Remarks: | No change |

Recommended: Curt Funk *CF* Classification/Compensation Analyst
Approved: Edie Jorgensen *EJ* Classification/Compensation Supervisor
Lidia Santiesteban *LS* Classification/Compensation Director
Sarah Welch *SW* Personnel Director

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

Position Identification and Source of Request

The subject position of this review is position # 023675, classified as Installation Maintenance Worker. The position is in the Department of Parks and Recreation, and is located in the Facilities Maintenance section of the Woodland Park Zoo.

This review was conducted as a result of a request from the Labor Relations Division of City Personnel. This is not a grievance; rather, this issue was raised by Local 1239 in the last round of negotiations in the context of an equity issue over the Local 1239 title of Heating Plant Technician. In 1995, Local 1239 and City Labor Relations had a meeting the scheduled purpose of which was to discuss a salary/equity issue for the two Heating Plant Technician positions. These positions perform the full range of work on the Parks Department's HVAC (heating, ventilation, and air conditioning) systems. At the meeting, the union also raised classification issues on two other positions: #020764, a Facilities Maintenance Worker who works directly with the Heating Plant Technicians; and the subject position (Installation Maintenance Worker, 023675), which works at the Zoo and also performs work on HVAC systems (at the Zoo only).

We proceeded with and concluded the review of the Heating Plant Technician title pursuant to the formal equity review request from the union. We also conducted a classification review of the Facilities Maintenance Worker position #020764, recommending no change (Classification Report 950480).

The union was informed that no action could be taken on the Installation Maintenance Worker position (which had not been the stated or expected subject of the negotiations) without a Position Description Questionnaire (PDQ) describing its current duties. A PDQ has now been received by Labor Relations, and Labor Relations has requested the current review by Class/Comp, with the effective date of any change to be June 6, 1995, because that was the date the issue first was mentioned in the 1995 negotiations.

Scope of Review

This review included:

- Review of the Position Description Questionnaire (PDQ) signed by the incumbent and submitted by the union;
- Interview (job audit) with the incumbent;
- Interview with the incumbent's immediate supervisor (Building/Facilities Operations Supervisor);
- Telephone conversation with the incumbent's second-line supervisor (Grounds and Facilities Supervisor);

- Review of meeting notes and related materials pertinent to the 1995 Heating Plant Technician issue (see above);
- Review of classification report 950480, recommending no change in the classification of Facilities Maintenance Worker position #020764;
- Review of class specifications for Installation Maintenance Worker and Facilities Maintenance Worker
- Telephone conversations with Parks Department Human Resources staff;
- Internal discussion and corroboration among Class/Comp staff.

Summary of Work

The PDQ lists four primary sets of duties. They are summarized below, along with clarifying information from the job audit with the incumbent and the meeting with his supervisor.

A. HVAC maintenance. (40% of the time, according to the PDQ.) The Zoo has over 60 HVAC units, some of which have filter banks containing up to 24 filters and more. The incumbent performs preventive maintenance on the units on a regular basis, changing approximately 200 filters a month. Some filter changing entails working in hot, cramped quarters, and carrying a heavy load of filters up a ladder to an "attic" for changing. The incumbent also inspects belts and replaces them as needed; greases fittings and bearings; and performs general ongoing preventative maintenance. The incumbent, on his PDQ, refers to maintaining and repairing "dampers, filters, louvers, fans, air compressors, heating coils, etc." and "Also supply and check irrigation pumps." In question 16 of the PDQ, the supervisor states "I question if dampers, louvers, air compressors and irrigation maintenance and repair are in this position's normal work duties." Based on our review, we believe that the incumbent is capable of maintaining and repairing these items, and that he does so on occasion, but very infrequently; the department-wide HVAC crew is called in for more major repairs. (The HVAC crew, consisting of two Heating Plant Technicians and a Facilities Maintenance Worker, is based at a separate location.)

B. Lock maintenance. (30% per the PDQ, 15% per the supervisor's comments. The different percentages did not have an effect on the outcome of this review.) The Zoo has more than 2000 locks. The incumbent inspects, cleans, lubricates, and repairs them according to a preventive maintenance program. The incumbent stated in the interview that this work is done by a Carpenter in other divisions of the Parks Department. These duties, however, do not reflect the full range of duties of either the Carpenter or the Lock Technician classes.

C. Exhibit and sign construction and repair. (20% per the PDQ, 40% per the supervisor's comments. The different percentages did not have an effect on the outcome of this review.) Virtually all signs, touch screens, and video exhibits at the Zoo are maintained by the incumbent. He will check video monitors and VCRs, removing

them for repair as needed. He also designs and constructs holders and frames for signs, and may be involved with the exhibit design team to offer practical advice. Signs must be sturdy and "kid-proof," so the incumbent often constructs signs out of welded piping that is imbedded in the ground, and laminates the sign and bolts it to the framework.

D. Miscellaneous minor repairs. (10% per the PDQ, 5% per the supervisor's comments. The different percentages did not have an effect on the outcome of this review.) This duty refers to performing in-house work orders for repairs, or inspecting a malfunctioning unit to determine which shop should be called in for repair.

Analysis

The initiating materials request a title of Facilities Maintenance Worker "or other higher paid classification." Facilities Maintenance Worker is the only classification that is possibly applicable; the position does not lead or supervise, nor does it spend a major amount of time performing the work of a skilled trade or any other service/maintenance classification. The decision in this review, then, is between the existing title of Installation Maintenance Worker (IMW) and the requested title of Facilities Maintenance Worker (FMW).

These two classes are not in a series, but they are generally regarded as being similar and related in that both classes independently perform a variety of maintenance activities. FMW is the higher of the two classes, with a top step about 3.7% higher than that of IMW.

IMW is described in the class spec as being a "jack-of-all-trades." Duties include performing minor repairs of various crafts; leading preventive maintenance programs; repairing broken door hardware; repairing and installing benches, signs, and posts; constructing wooden forms; assisting in coordinating jobs with skilled trades; and performing a variety of minor repairs. Duties B, C, and D from the PDQ are consistent with this summary description and with the other duties on the IMW class spec. The class spec reference to minor repairs of various crafts is consistent with Duty B (lock repair); the reference to repairing and installing signs and posts is consistent with Duty C (exhibit and sign construction); and the reference to minor repairs and preventive maintenance is consistent with Duty D (miscellaneous minor repairs). The incumbent and the supervisor differ in the percentage amount of duties B, C, and D; but by either account the three duties add up to 60% of the position's total duties. It is our conclusion that the preponderance of this position's duties are clearly consistent with the Installation Maintenance Worker classification.

The Facilities Maintenance Worker class spec refers to performing "specialized maintenance, preventive maintenance, and repair on facilities which require complex

and specialized repair and maintenance skills . . . " and mentions preventive maintenance on HVAC systems as a specific example of work. The subject position does perform work on HVAC systems at the Zoo, as expressed in Duty A (40%). Because Duties B, C, and D clearly fall within the scope of the IMW class, Duty A is the only possible source of argument in favor of reclassification to FMW. Our review concludes that Duty A is not sufficient to justify reclassification to FMW because (1) Duty A does not constitute the preponderance of the position's duties; and (2) the tasks performed under Duty A are of a more limited scope than those of the Facilities Maintenance Worker classification. Each of these points is discussed below.

(1) Preponderance of duties: Classification of a mixed-duty position such as this is normally based on the preponderance of duties. HVAC work, at 40%, does not constitute the preponderance of duties, and, as will be explained below, the great majority of this 40% is at the IMW level.

(2) Level of tasks in Duty A: As stated above, most of the incumbent's time related to Duty A is spent replacing filters, inspecting and replacing belts, and greasing bearings. These tasks do relate to the first Example of Work on the FMW class spec ("Performs preventive maintenance on heating, ventilation, and air conditioning systems"); however, they are relatively limited in scope and do not encompass the full range of duties of the FMW class. A comparison position which does encompass the full range of duties of the FMW class is position #020674, which is the Facilities Maintenance Worker position referred to in the first section of this current report. We reviewed position 020674 in 1995, and determined it to be appropriately classified as FMW (classification report # 950480). Position 020674 works directly with the Heating Plant Technicians in performing maintenance and repair work on HVAC systems throughout the Parks Department. Position 020674 performs specialized repair and maintenance on HVAC systems, including maintaining and repairing dampers, louvers, fans, compressors, and other HVAC components. These are duties which the incumbent of the subject position may be capable of performing, but as stated above, we believe his time on these duties is minimal.

Accordingly, based on comparison with the IMW and FMW class specs, as well as comparison with FMW position #020764, we find the subject position is appropriately classified as Installation Maintenance Worker.

Recommendation

Based on the above, we recommend that the position remain classified as Installation Maintenance Worker.

Addendum (Log No. 1660, Report No. 97-1342)

The provisions of the bargaining agreement between the City and Local 1239 allow for the parties to agree for the union to file a classification appeal in lieu of arbitration. (The process as adopted is called an "appeal" rather than the more current term "reconsideration," which is used for the nonrepresented process.) The union filed an appeal of the "no change" recommendation contained in the above portion of the report, and an appeal meeting was held on February 3, 1998.

Attending for the union were two union representatives; the incumbent of the subject position; and the incumbent of comparison position 020764 (the FMW position that was the subject of Classification Report 950480 referred to above). The classification appeal board consisted of Edie Jorgensen, Classification/Compensation Supervisor; Lidia Santiesteban, Classification/Compensation Director; and Dean Barnes, Personnel Manager for Municipal Court.

In presenting its case at the appeal meeting, the union did not dispute or alter the percentages for the duties that are mentioned in the class report. The union did, however, focus on clarifying the nature of Duties A and B on the PDQ (described on page 2 of this current report). Regarding Duty A (HVAC work), the four union attendees stated that this work is in fact the same nature and scope as the work performed by the incumbent of position 020764, which is appropriately classified as Facilities Maintenance Worker per classification report 950480. Regarding Duty B (lock maintenance), the union stated that this work is normally performed in the Parks Department by Carpenters, which is a higher-paid classification than either IMW or FMW. These two duties comprise 70% of the position's time by the employee's estimate on the PDQ, or 55% by the supervisor's estimate. In either case, the two duties comprise the majority of the position's duties. Focusing on these two duties, the union argued that the majority of the position's time is spent performing higher-level duties than Installation Maintenance Worker.

In the discussion following the appeal meeting, the appeal board observed that this is a mixed-duty and a mixed-level position, and that no single duty constitutes a preponderance. However, the board's analysis concluded that the majority of this position's work is being performed at a level higher than IMW. The board's opinion was that Duty A (HVAC work, 40%) is sufficiently similar to the work performed by the incumbent of FMW position 020674 that it should be considered as FMW work. And, the board's opinion is that Duty B (lock maintenance, 15% or 30%), while not constituting the full range of Carpenter work, is nevertheless related to the higher-paid classifications of Carpenter or Lock Technician, and is at a higher level than IMW duties. Therefore, considering the majority of the position's duties, the appeal board concluded that reclassification to Facilities Maintenance Worker is appropriate.

Based on the above, the appeal board reverses the "no change" determination of the original report, and recommends that the subject position be reclassified to Facilities Maintenance Worker. In accordance with the initiating memo from Labor Relations, the effective date of this action should be June 6, 1995, which is the date the issue first was mentioned in the 1995 negotiations.

Costing

If implemented on the 1998 First Quarter Ordinance, the maximum estimated cost of implementing this action would be \$5,340. This figure includes current and retroactive cost for this action. The ongoing annual cost for this action would be \$1,509. The calculations are based on the difference between the top step of the current and the recommended salary range and includes statutory benefits (FICA, etc.). These cost estimates are for budgeting purposes only, and do not necessarily reflect the actual amount payable to any affected employee.

CITY OF SEATTLE
EXECUTIVE SERVICES DEPARTMENT



CLASSIFICATION DETERMINATION REPORT

Date: 01/26/98

Report No.: 97-1560

POSITION IDENTIFICATION

Department: Parks and Recreation
Classification Title: Truck Driver
Ordinance Title: Truck Driver
Position Number: 019291
Bargaining Unit: 006 Current Salary: \$17.05 - \$17.74 (Range: N/A)

RECOMMENDED ACTION

Classification Title: Construction and Maintenance Equipment Operator
Ordinance Title: Construction and Maintenance Equipment Operator
Legislation Required: Yes
Bargaining Unit: 011 Recommended Salary: \$18.11-\$19.60 (Range:N/A)
Remarks: See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:
Current Standing: Truck Driver
Recommended Standing: Construction and Maintenance Equipment Operator
In recommended standing, incumbent status is:
 Regular; Probationary; Temporary.
Authority: Personnel Rule
 2.3.100; 2.3.200; 2.3.300.
Remarks: Effective date of this action is November 13, 1995.

Recommended: Team BCDS Classification/Compensation Analyst(s)

Approved: Edie Jorgensen 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 Parks and Recreation Department. This position is located at the Woodland Park Zoo.

Position History:

Detailed historical data of the position can be accessed via the Personnel Division's Records Unit. This position was created in 1981 by Ordinance # 109478 as a Truck Driver. The incumbent has been in the position since January 22, 1986.

Scope of Review:

This review was conducted by Carl Swanson, Classification Analyst assigned to Team B. The review of the subject position included analysis of the following:

- ◆ the Position Description Questionnaire (PDQ) submitted for this review;
- ◆ Team B's review/analysis of subject position information;
- ◆ comparison to similar positions;
- ◆ class specifications for the subject class and other classes used for comparison;
- ◆ 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 haul, remove, load, transport and relocate solid waste and other materials by use of a six yard dump truck and a solid frame skid steer front loader. Duties include:

- loading and hauling manure; and
- removing garbage from the zoo by loading a truck with garbage bags of refuse and taking the load to the local transfer station.

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:**class concepts:****CONSTRUCTION AND MAINTENANCE EQUIPMENT OPERATOR**

Positions in this journey level class excavate, install, maintain and repair City facilities and roadways while operating specific types of motorized construction and maintenance equipment and allied attachments.

This is the journey level within the Construction and Maintenance Group. Employees in this class, under general supervision, execute specific instructions and are completely responsible for the safe operation of heavy construction and maintenance equipment. Incumbents must apply appropriate guidelines, such as the operating procedures, to the specific equipment used. Knowledge of the operation of construction and maintenance equipment is required as well as, the ability to operate motorized construction and maintenance equipment and their accessories, and heavy trucks for transporting construction and maintenance equipment.

Comparisons to the class specification and to related positions reveals that the appropriate classification for this position is Construction and Maintenance Equipment Operator. The work involves the operation of a front loader and a dump truck. The amount of time spent using the front loader accounts for approximately 61% of the job. Therefore Truck Driver is no longer an appropriate title, as the operation of the dump truck is not a predominant job function. Construction and Maintenance Equipment Operator provides for the use of a front loader and is the more appropriate class.

Recommendation:

Based on the duties and responsibilities assigned, we recommend that this position be reclassified to Construction and Maintenance Equipment Operator, effective November 13, 1995, when the PDQ was originally signed by the supervisor.

Costing

If implemented on the 1998 First Quarter Ordinance, the maximum estimated cost of implementing this action would be \$14,724.33. This figure includes any current and retroactive (*if applicable*) cost for this action. The ongoing annual cost for this action would be \$4526.82. The calculations are based on the difference between the top step of the current and the recommended salary range and includes statutory benefits (*FICA, etc.*). The actual amount payable to any affected employee will vary.

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/98
 Department: Parks
 Report Number: 97-1560
 Effective Date: 11/13/95

| Description | New Title/Range | Top Step of Range for New Title (Hourly Rate) | Old Title/Range | Top Step of Range for Old Title (Hourly Rate) | \$ Difference Between Top Step of Range for New/Old Title | No. of Months | Cost | 12 months at 1998 Rate |
|----------------------------|--|---|-----------------|---|---|---------------|--------------------|------------------------|
| | Construction & Maint. Equipment Operator Range (N/A) | \$ 19.60 | Truck Driver | \$ 17.74 | \$ 1.86 | 4 | \$ 1,294.56 | \$ 3,883.68 |
| Current Year Ends 12/31/98 | | \$ 19.60 | | \$ 17.74 | \$ 1.86 | 12 | \$ 3,883.68 | |
| Previous Year: 1997 | | \$ 19.10 | | \$ 17.29 | \$ 1.81 | 12 | \$ 3,779.28 | |
| Previous Year: 1996 | | \$ 18.56 | | \$ 16.80 | \$ 1.76 | 12 | \$ 3,674.88 | |
| Previous Year: 1995 | | | | | | | | |
| Subtotal | | | | | | | \$12,632.40 | \$3,883.68 |
| Plus 16.56% for Benefits | | | | | | | \$2,091.93 | \$643.14 |
| Cost Estimate Per Position | | | | | | | \$14,724.33 | \$4,526.82 |
| Number of Positions | | | | | | 1 | | |
| Total Cost Estimate | | | | | | | \$14,724.33 | \$4,526.82 |

CITY OF SEATTLE
EXECUTIVE SERVICES DEPARTMENT



CLASSIFICATION DETERMINATION REPORT

Date: 01/28/98

Report No.: 98-1650

POSITION IDENTIFICATION

Department: Parks and Recreation
Classification Title: Public Information Specialist
Ordinance Title: Public Information Specialist
Position Number: 023999
Bargaining Unit: 030 Current Salary: \$17.22 - \$20.04 (Range: 29.0A)

RECOMMENDED ACTION

Classification Title: Public Relations Specialist
Ordinance Title: Public Relations Specialist
Legislation Required: Yes, to change the title
Bargaining Unit: 030 Recommended Salary: \$17.22-\$20.04 (Range:29.0A)
Remarks: See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:
Current Standing: Public Information Specialist
Recommended Standing: Public Relations Specialist
In recommended standing, incumbent status is:
[X] Regular; [] Probationary; [] Temporary.
Authority: Personnel Rule
[] 2.3.100; [X] 2.3.200; [] 2.3.300.
Remarks: Effective date of this action is September 6, 1991.

Recommended: Team B JS Classification/Compensation Analyst(s)

Approved: Edie Jorgensen ^{EX} Classification/Compensation Supervisor

Lidia Santiesteban JS 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 Parks and Recreation Department.

Position History:

Detailed historical data of the position can be accessed via the Personnel Division's Records Unit. This position was created in 1991 by Ordinance # 115844 as a Public Information Specialist. The incumbent has been in the position since February 12, 1992.

Scope of Review:

This review was conducted by Carl Swanson, Classification Analyst assigned to Team B. The review of the subject position included analysis of the following:

- ◆ the Position Description Questionnaire (PDQ) submitted for this review;
- ◆ Team B's review/analysis of subject position information;
- ◆ comparison to similar positions;
- ◆ class specifications for the subject class and other classes used for comparison;
- ◆ 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 (based on the original 1991 PDQ) is to provide public information services for the implementation programs associated with the Community Center Levy and Shoreline Park Improvement Fund (SPIF). Services include setting up meetings, responding to citizen phone calls, responding to requests for information, drafting correspondence, preparing meeting minutes, preparing newsletters, and drafting news releases.

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:**class concepts:****PUBLIC RELATIONS SPECIALIST**

Plans, develops, prepares, distributes, and/or evaluates a variety of public relations or involvement programs and materials. Participates in planning, developing, and implementing marketing strategies or public involvement plans for departmental projects and programs.

This position was established after the Classification Project effective date (1/2/91), but the title was never changed to reflect the new class of Public Relations Specialist established as a result of the Project. Therefore the position has continued to carry the old title, now rendered obsolete. Public Relations Specialist is the appropriate title and class for the work assigned to the subject position. This action provides for the title/class change in accordance with the Classification Project.

Recommendation:

This is a title change action only. We recommend that since there is no impact to the department from the title change, that it be re-titled to Public Relations Specialist, effective September 6, 1991, the date the PDQ was originally signed.

Costing

The implementation of this action will result in no additional cost to the department.

CITY OF SEATTLE
EXECUTIVE SERVICES DEPARTMENT



CLASSIFICATION DETERMINATION REPORT

Date: 01/29/98

Report No.: 98-1652

POSITION IDENTIFICATION

Department: Parks and Recreation
Classification Title: Public Information Specialist, Senior
Ordinance Title: Public Information Specialist, Senior
Position Number: 019699
Bargaining Unit: 030 Current Salary: \$20.04 - \$23.35 (Range: 33.0A)

RECOMMENDED ACTION

Classification Title: Public Relations Specialist, Senior
Ordinance Title: Public Relations Specialist, Senior
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: Public Information Specialist, Senior
Recommended Standing: Public Relations Specialist, Senior
In recommended standing, incumbent status is:
 Regular; Probationary; Temporary.
Authority: Personnel Rule
 2.3.100; 2.3.200; 2.3.300.
Remarks: Effective date of this action is January 3, 1991.

Recommended: Team B *ASJ* Classification/Compensation Analyst(s)

Approved: Edie Jorgensen Classification/Compensation Supervisor

Lidia Santiesteban *LS* Classification/Compensation Director

Sarah Welch *SW* Personnel Director

Source of Request and Position Identification:

This position was reviewed as a result of a request from the Parks and Recreation Department.

Position History:

Detailed historical data of the position can be accessed via the Personnel Division's Records Unit. This position was created in 1981 by Ordinance # 109478 as a Program Coordinator I. It was re-titled to Public Information Specialist effective 1-1-85. By Ordinance # 115444 (Budget) it was re-titled to Public Information Specialist, Senior, effective 1-1-91. The incumbent has been in the position since June 22, 1992.

Scope of Review:

This review was conducted by Carl Swanson, Classification Analyst assigned to Team B. The review of the subject position included analysis of the following:

- ◆ the Position Description Questionnaire (PDQ) submitted for this review;
- ◆ Team B's review/analysis of subject position information;
- ◆ comparison to similar positions;
- ◆ class specifications for the subject class and other classes used for comparison;
- ◆ 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 (based on the 1987 PDQ) is to provide public information services for the Aquarium. Duties and responsibilities include administering the Aquarium rental program; planning, editing and reviewing the Aquarium newsletter; developing an annual marketing plan and budget; negotiating and administering contracts for advertising and rentals; designing and monitoring surveys; and assessing special promotions.

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:**class concepts:****PUBLIC RELATIONS SPECIALIST, SENIOR**

Coordinates and monitors public relations and involvement programs for a department. Plans, designs and coordinates the production of a variety of public relation information materials, and public involvement marketing and outreach strategies and activities.

This class differs from the Public Relations Specialist class in that coordinative and lead responsibility is an expectation of the class and the work requires greater discretion due to assignments of a more controversial nature.

The subject position was re-titled to the senior level in the 1991 budget, with an effective date (1-1-91) which was the day before the effective date of the Classification Project (1-2-91). There is no documentation in the position description file which relates to that budget action. In the Classification Project, the recommended title for this position was Public Relations Specialist. The 1991 budget action however, re-titled this position to the senior level, superseding the Project title. Subsequently, the title was never changed to reflect either the new classes of Public Relations Specialist, or Public Relations Specialist Senior, both established as a result of the Project. Therefore the position has continued to carry an old title, now considered obsolete.

The current re-title action provides for a title/class change to be in accordance both with the Classification Project title (*Public Relations Specialist*), and with the 1991 budget action (to senior level, from journey/full performance professional level).

Recommendation:

Based on the information detailed above, we recommend that this position be retitled to Public Relations Specialist, Senior, effective January 3, 1991.

Costing

The implementation of this action will result in no additional cost to the department.



CLASSIFICATION DETERMINATION REPORT

Date: Feb. 12, 1998

Report No.: 97-1613

POSITION IDENTIFICATION

Department: Seattle Center
Classification Title: Assistant Capital Projects Coordinator
Ordinance Title: Assistant Capital Projects Coordinator
Position Number: 025065
Bargaining Unit: 034 Current Salary: \$21.27 - \$24.76 (Range: N/A)

RECOMMENDED ACTION

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

INCUMBENT STATUS

Incumbent:
Current Standing: Assistant Capital Projects Coordinator
Recommended Standing: Capital Projects Coordinator
In recommended standing, incumbent status is: Trial Service Period per applicable Union Agreement
[] Regular; [] Probationary; [] Temporary
Authority: Personnel Rule
[] 2.3.100; [] 2.3.200; [] 2.3.300.
Remarks:

Recommended: Team A *WJ* Classification/Compensation Analyst(s)
Approved: Edie Jorgensen *EJC for EJ* Classification/Compensation Supervisor
Lidia Santiesteban *LS* Classification/Compensation Director
Sarah Welch *SW* Personnel Director

Source of Request and Position Identification:

This position was reviewed as a result of a request from Seattle Center management. Position #025065 is located in the Redevelopment Unit of the Seattle Center Department. This work unit is responsible for the maintenance, replacement, and enhancement of the physical facilities throughout the 74 acres of Seattle Center. The work unit is also responsible for planning major renovations, demolitions, and construction of new facilities.

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 A, consisting of Susie Hansen Farrell and Irene Ogunyemi. The review of the subject position included analysis of the following:

- ◆ Position Description Questionnaire (PDQ) dated 10/30/97, and submitted for this review;
- ◆ Review and comparison to class specifications for Assistant Capital Projects Coordinator/#7204503 and Capital Projects Coordinator/#7204504;
- ◆ Team A'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 essential purpose of position #025065 is to manage projects from beginning to end; and to be responsible for project oversight with regards to budget, design, and adequacy of construction. Specifically, the work includes:

- Planning, guiding, directing, and managing a variety of capital projects regarding design, construction, demolition, renovation, and major maintenance projects.
- Coordinating consultant selection process; negotiating and administering consultant contracts, coordinating all aspects of contract between other staff; and evaluating consultant performance.
- Attending neighborhood council meetings to address concerns about projects and its impact on the neighborhood.
- Developing and negotiating schedules for design and construction; monitoring phase points in the schedules, addressing and resolving challenges; and tracking budget expenditures and changes.

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 Assistant Capital Projects Coordinator and Capital Projects Coordinator were reviewed for the purposes of determining the level at which the subject position performs.

The class specification for Assistant Capital Projects Coordinator (entry-level) describes positions that assist in coordinating the planning, design, and construction processes of less complex capital improvement and other City funded/sponsored projects to ensure projects meet specifications and standards. Capital Projects Coordinator (journey-level) class specification on the other hand, describes positions that coordinate the planning, design and construction processes of capital improvement and other City-funded/sponsored projects of moderate size and scope; monitor and oversee project phases from initiation to completion. This class specification appears to reflect the essential duties of the subject position.

The differentiating characteristic between the Assistant Capital Projects Coordinator class and the Capital Projects Coordinator is the size and scope of projects assigned and the level of independent authority to complete the work. According to the submitted PDQ, the scope and complexity of the subject position has changed. This position is now responsible for managing projects assigned to it from beginning to end, and is responsible for project oversight with regards to budget, design, and adequacy of construction. The projects this position manages are now of a higher budgetary level, public perception level and greater complexity than was previously required. It ensures projects meet specifications and standards including researching, budgeting and scheduling of capital improvements; administering consultant contracts; supervising construction; and monitoring completion.

Recommendation:

Therefore, based on the above review and comparison, we recommend the subject position be reclassified to Capital Projects Coordinator, effective October 31, 1997, according to departmental management.

Costing:

If implemented on the 1998 First Quarter Ordinance, the maximum estimated cost of implementing this action would be \$2,064.65. This figure includes any current and retroactive (if applicable) cost for this action. The ongoing annual cost for this action would be \$4,794.53. The calculations are based on the difference between the top step of the current and the recommended salary range and includes statutory benefits (FICA, etc.). The actual amount payable to any affected employee will vary.



CLASSIFICATION DETERMINATION REPORT

Date: January 26, 1998 Report No.: 97-1619

POSITION IDENTIFICATION

Department: Seattle Center
Classification Title: Administrative Specialist I - BU
Ordinance Title: Administrative Specialist I - BU
Position Number: 009029
Bargaining Unit: 035 Current Salary: \$13.01-\$14.51 (Range: 20.5B)

RECOMMENDED ACTION

Classification Title: Administrative Specialist II - BU
Ordinance Title: Administrative Specialist II - BU
Legislation Required: Yes
Bargaining Unit: 035 Recommended Salary: \$14.00-\$15.66 (Range: 22.5B)
Remarks: See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:
Current Standing: Administrative Specialist I - BU
Recommended Standing: Administrative Specialist II - BU
In recommended standing, incumbent status is:
 Regular; Probationary; Temporary. (audit required)
Authority: Personnel Rule
 2.3.100; 2.3.200; 2.3.300.

Recommended: Team A *if up* Classification/Compensation Analyst(s)
Approved: Edie Jorgensen *Edie Jorgensen* Classification/Compensation Supervisor
Lidia Santiesteban *Lidia Santiesteban* Classification/Compensation Director
Sarah Welch *Sarah Welch* Personnel Director

Source of Request and Position Identification:

This position was reviewed as a result of a request from the department. Position #009029 is located in the Technical Facility Management Administration unit of the Seattle Center. The unit is responsible for providing management support to the Technical Facilities Management unit in the form of handling work orders and Event Service orders, records retrieval to determine and track costs, performance and attendance tracking, and other clerical support activities.

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 A, consisting of Irene Ogunyemi and Susie Hansen Farrell. The review of the subject position included analysis of the following:

- ◆ Position Description Questionnaire (PDQ) dated October 28, 1997 and submitted for this review;
- ◆ Team A's review/analysis of subject position information;
- ◆ Comparison to similar positions;
- ◆ Comparison of classification specifications for Administrative Specialist I, II and III;
- ◆ Review of the organizational charts affecting the subject position;
- ◆ Telephone conversation with unit supervisor; and
- ◆ Position history records and related classification files.

Summary of Work:

The essential purpose of this position is to provide administrative support to the unit by performing day-to-day office management-type functions in the form of file maintenance, scheduling and attendance tracking, purchase of supplies and equipment, training and supervision of staff, and preparation of correspondence, forms and reports.

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:

This position has acquired new duties in the form of direct supervision of one position and indirect supervision of a large number of intermittent laborers who must be scheduled to support events occurring at the Center. The scheduling duties were formerly assigned to five crew chiefs; the function was consolidated to provide more efficiency through one central point for scheduling and communications to intermittent staff. The position also provides administrative support for the unit by acting as the "office manager."

Note: Although the organizational chart shows two Administrative Specialist I positions reporting to this position, that information is incorrect according to a conversation with the unit supervisor. This position supervises only one Administrative Specialist I.

In the Description of Work area of the PDQ, the first 30% of the work is described as the "office manager" function. The position establishes files, prepares correspondence, maintains schedules, and oversees mail operations, staffing, and supply and equipment acquisition. The position also participates in cross-functional work teams and coordinates activities such as training.

- An Administrative Specialist I is expected to understand the work processes, procedures and regulations of the assigned program area and demonstrate a proficient level of expertise in office operations and equipment. These positions establish and maintain files, prepare correspondence, and order supplies.
- An Administrative Specialist II has contact with intra- and inter-departmental staff for the purpose of planning and coordinating work activities

Thirty-five percent of this position's time is spent in the supervision of one Administrative Specialist I position and coordinating and scheduling a large staff of intermittent laborers. The scheduling duty requires coordination with the unit's crew chiefs and the ability to respond rapidly and effectively to highly transitional event situations to ensure adequate staffing for events. This position also tracks attendance, maintains duty assignment records, resolves scheduling conflicts and provides information to intermittent staff about department policies and procedures.

- An Administrative Specialist I completes various timesheet, payroll, and personnel forms and maintains related records and records, posts and logs information from records using manual or computer systems.
- An Administrative Specialist II is required to make judgments and decisions within established guidelines and alternatives, such as those required to revise work procedures, re-order priorities and work schedules, and apply specific department/program rules, procedures and criteria. They also train and advise other employees on office procedures.
- An Administrative Specialist III provides the full range of supervision to a small group (emphasis added) of support staff.

Ten percent of this position's time is spent formulating and proposing, for management approval, policies and procedures related to support and operational issues. This position also modifies, updates and changes these procedures as work needs dictate.

- An Administrative Specialist II proposes, establishes and implements office procedures, subject to approval by supervisor.

The remaining 35% of the time is spent in office support duties, including preparing forms, correspondence, position papers, research results and reports, contracts and purchase orders, and ordering supplies and equipment for the unit. The position also works with other

staff to remain current on topics relating to the unit in order to incorporate procedural changes into the unit.

- An Administrative Specialist I prepares reports, contracts, forms, and charts and composes routine correspondence based on general instruction and knowledge of subject areas, and orders supplies.
- An Administrative Specialist II advises employees on office procedures.

Summary:

This is a mixed duty position, and does not exactly match any one classification. As illustrated above, the duties appear to fit into the Administrative Specialist I and II titles, with the exception of the full supervision of one employee. Although supervision is not discussed in the Administrative II class specification, an Administrative Specialist III is expected to supervise a small group of employees. The "supervision" of the intermittent employees is not considered to be a supervisory function because a supervisor conducts performance evaluations and is responsible for disciplinary action, scheduling vacation and approving sick leave - functions which do not apply to intermittent employees. While the large number of intermittent employees makes scheduling and tracking these employees a complicated task, volume is not classifiable or compensable, and is not a consideration in determining a position's appropriate allocation.

The majority of the duties appear to fall within the Administrative Specialist I title; however, since the position is expected to conduct performance evaluations and handle disciplinary action for an Administrative Specialist I, the title of Administrative Specialist II is a more appropriate one.

Recommendation:

Because this position has been assigned full supervisory duties for one employee, we recommend that the position be allocated to the title of Administrative Specialist II effective October 28, 1997, the date the PDQ was signed.

Costing:

If implemented on the 1998 First Quarter Ordinance, the maximum estimated cost of implementing this action would be \$1,632.66. This figure includes any current and retroactive (*if applicable*) cost for this action. The ongoing annual cost for this action would be \$2,798.84. The calculations are based on the difference between the top step of the current and the recommended salary range and includes statutory benefits (*FICA, etc.*). The actual amount payable to any affected employee will vary.



CLASSIFICATION DETERMINATION REPORT

Date: February 9, 1998

Report No.: 97-1620

POSITION IDENTIFICATION

Department: Seattle Center
Classification Title: Maintenance Laborer
Ordinance Title: Maintenance Laborer
Position Number: 023536
Bargaining Unit: 019 Current Salary: \$15.05 (Range: 21.5E)

RECOMMENDED ACTION

Classification Title: Recycling Program Specialist
Ordinance Title: Recycling Program Specialist
Legislation Required: Yes
Bargaining Unit: 030 Recommended Salary: \$14.28-\$16.57 (Range: 24.0A)
Remarks: See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:
Current Standing: Maintenance Laborer
Recommended Standing: Recycling Program Specialist
In recommended standing, incumbent status is:
 Regular; Probationary; Temporary (audit required).
Authority: Personnel Rule
 2.3.100; 2.3.200; 2.3.300.
Remarks: Reallocation

Recommended: Team A *sub info* Classification/Compensation Analyst(s)
Approved: Edie Jorgensen *EB* Classification/Compensation Supervisor
Lidia Santiesteban *LS* Classification/Compensation Director
Sarah Welch *SW* Personnel Director

Source of Request and Position Identification:

This position was reviewed as a result of a request from the department. Position #023536 is located in the Landscape/Grounds unit of Seattle Center. The unit is responsible for maintaining the grounds and for disposing of all types of waste generated by the Seattle Center.

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 A, consisting of Irene Ogunyemi and Susie Hansen Farrell. The review of the subject position included analysis of the following:

- ◆ Position Description Questionnaire (PDQ) dated November 25, 1997 and submitted for this review;
- ◆ Team A's review/analysis of subject position information;
- ◆ Comparison to the ESD Recycling Program Specialist position;
- ◆ Interview with incumbent of ESD Recycling Program Specialist position;
- ◆ Comparison of classification specifications for Maintenance Laborer and Recycling Program Specialist;
- ◆ Review of the organizational charts affecting the subject position;
- ◆ Position history records and related classification files.

Summary of Work:

The essential purpose of this position is to manage the trash removal, recycling and hazardous waste removal programs of the Seattle Center and ensure activities comply with applicable statutes and regulations.

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:

Review of this position was requested because a change of duties has occurred. In the attempt to function as a more responsible member of the community and comply with requirements of regulatory agencies, Seattle Center has become more involved in recycling the tremendous amount of waste generated by the events held at the Center. This position has been given the major responsibility for the planning and implementation of recycling programs for office waste, festival and event waste, and skilled crafts shops' hazardous waste removal. The major duties of the position now

include providing appropriate containers for separating recyclable materials and educating staff and the public on proper use, coordinating and providing for removal by appropriate means, keeping up to date on the latest technology for managing waste, acting as the "in house" information resource for recycling questions and activities, and identifying new sources for recycling materials.

This position is currently classified as a Maintenance Laborer. Positions in this class perform semi-skilled and/or skilled work in a variety of locations such as street areas, solid waste transfer stations, landfills, shops, warehouses and various City facilities. As the position has acquired duties specific to the specialized area of recycling, the Maintenance Laborer class spec is no longer the best match for the position. Instead, the duties outlined above are more accurately described in the Recycling Program Specialist class spec.

Recommendation:

As the majority of the duties of this position are found in the class spec for Recycling Program Specialist, we recommend the subject position be allocated to that class effective November 25, 1997, the date the PDQ was signed.

Costing:

If implemented on the 1998 First Quarter Ordinance, the maximum estimated cost of implementing this action would be \$1,849.67. This figure includes any current and retroactive (*if applicable*) cost for this action. The ongoing annual cost for this action would be \$3,699.33. The calculations are based on the difference between the top step of the current and the recommended salary range and includes statutory benefits (*FICA, etc.*). The actual amount payable to any affected employee will vary.



CLASSIFICATION DETERMINATION REPORT

Date: January 20, 1998 Report No.: 97-1622

POSITION IDENTIFICATION

Department: Seattle Center
Classification Title: Senior Gardener
Ordinance Title: Senior Gardener
Position Number: 022104
Bargaining Unit: 019 Current Salary: \$16.27 - \$17.53 (Range: n/a)

RECOMMENDED ACTION

Classification Title: Landscape Supervisor
Ordinance Title: Landscape Supervisor
Legislation Required: Yes
Bargaining Unit: 019 Recommended Salary: \$20.21-\$21.85 (Range: n/a)
Remarks: See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:
Current Standing: Senior Gardener
Recommended Standing: Landscape Supervisor
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 A *shj* Classification/Compensation Analyst(s)
Approved: Edie Jorgensen *EJ* Classification/Compensation Supervisor
Lidia Santiesteban *LS* Classification/Compensation Director
Sarah Welch *SW* Personnel Director

Source of Request and Position Identification:

This position was reviewed as a result of a request from Seattle Center. Position #022104 is located in the Landscape & Grounds unit of the Technical Facility Management Section. The unit is responsible for maintaining the landscape and grounds of the Seattle Center.

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 A, consisting of Irene Ogunyemi and Susie Hansen Farrell. The review of the subject position included analysis of the following:

- ◆ Position Description Questionnaire (PDQ) dated November 19, 1997 and submitted for this review;
- ◆ Team A's review/analysis of subject position information;
- ◆ Comparison to similar positions;
- ◆ Comparison of classification specifications for Senior Gardener, Grounds Maintenance Crew Chief and Landscape Supervisor.
- ◆ 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 plan, direct and oversee the horticultural work on the 74 acres of Seattle Center as well as providing ongoing maintenance. The position supervises the work of professional gardeners and directs work activities of laborers who provide semi-skilled assistance.

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 department has requested this review because of a change in assigned duties. The position is now solely responsible for the design and maintenance of landscaping at Seattle Center. Duties assigned to the position were previously performed by the Landscape Supervisor. That position is now devoting full-time efforts to cleaning and maintenance due to the higher volumes of traffic on the grounds. The department has suggested the title of Principal Gardener as an appropriate one for this position; however, the title of Principal Gardener has been abolished and is no longer in use. Therefore, class specifications for Senior Gardener, Grounds Maintenance Crew Chief, and Landscape Supervisor were used for comparison in the following review.

The class specification for Senior Gardener states that positions in this class plan, lead and perform skilled and complex horticultural activities. These positions serve as working leads and direct the work activities of one or many subordinate crews. The position under review has full supervisory responsibilities for a crew of five gardeners, along with overseeing and directing the work of intermittent gardeners and laborers. This includes performance evaluation, approval of time off, and scheduling. Therefore, the Senior Gardener does not reflect the full scope of work being performed by this position.

The Grounds Maintenance Crew Chief plans, schedules, coordinates and supervises the work of several crews consisting of grounds maintenance lead workers, laborers, gardeners and truck drivers engaged in the maintenance of a group of parks, recreation facilities and/or landscaped areas. The position under review supervises only one crew consisting of gardeners and intermittent laborers who are engaged in the landscape and maintenance of the Seattle Center grounds. Therefore, this title does not appear to be the best match for this position.

The Landscape Supervisor plans, organizes, supervises and provides technical direction for landscape installation, special landscape maintenance programs and park maintenance. These positions also inspect existing landscapes, assess problems and plan for necessary work; make recommendations and estimates for budget planning and control; determine material needs and prepare orders; and implement landscape installation projects with crews. They provide the full range of supervisory duties. In comparison, the position under review plans, directs and oversees the horticultural work for Seattle Center and accomplishes landscaping and maintenance work through supervision of a crew of Gardeners and Laborers; manages budget and approves expenditures; designs flower beds and planters and makes plant selection; selects herbicides, fertilizers and pesticides and oversees application of these products; and performs the full range of supervision including performance evaluation, authorizing time off and scheduling. The Landscape Supervisor class specification appears to most closely match the duties and responsibilities of the position under review.

Recommendation:

Because the duties and responsibilities of the subject position most closely match those described in the class specification for Landscape Supervisor, we recommend the subject position be allocated to that title effective November 19, 1997, the date the PDQ was signed by management.

Costing:

If implemented on the 1998 First Quarter Ordinance, the maximum estimated cost of implementing this action would be \$5,256.95. This figure includes any current and retroactive cost for this action. The ongoing annual cost for this action would be \$10,513.90. The calculations are based on the difference between the top step of the current and the recommended salary range and includes statutory benefits (*FICA, etc.*). The actual amount payable to any affected employee will vary.



CLASSIFICATION DETERMINATION REPORT

Date: January 29, 1998

Report No.: 97-1623

POSITION IDENTIFICATION

Department: Seattle Center
Classification Title: Events Service Representative
Ordinance Title: Events Service Representative
Position Number: 009019
Bargaining Unit: 030 Current Salary: \$17.86-\$20.85 (Range: 30.0A)

RECOMMENDED ACTION

Classification Title: Events Service Representative, Senior
Ordinance Title: Events Service Representative, Senior
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: Events Service Representative
Recommended Standing: Events Service Representative, Senior
In recommended standing, incumbent status is:
 Regular; Probationary; Temporary (audit required)
Authority: Personnel Rule
 2.3.100; 2.3.200; 2.3.300.
Remarks:

Recommended: Team A *shf iyo* Classification/Compensation Analyst(s)

Approved: Edie Jorgensen *EJ* Classification/Compensation Supervisor

Lidia Santiesteban *LS* Classification/Compensation Director

Sarah Welch *SW* Personnel Director

Source of Request and Position Identification:

This position was reviewed as a result of a request from the department. Position #009019 is located in the Events Servicing unit of the Seattle Center. The unit provides the interface between clients and the organization to enable the preparation, setup, operation, moveout and cleaning of facilities for events. Staff in the unit also secure clients for facility use.

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 A, consisting of Irene Ogunyemi and Susie Hansen Farrell. The review of the subject position included analysis of the following:

- ◆ Position Description Questionnaire (PDQ) dated November 20, 1997 and submitted for this review;
- ◆ Team A's review/analysis of subject position information;
- ◆ Comparison to similar positions;
- ◆ Comparison of classification specifications for Events Service Representative and Events Service Representative, Senior;
- ◆ Review of the organizational charts affecting the subject position;
- ◆ Position history records and related classification files.

Summary of Work:

The essential purpose of this position is to provide ongoing leadership and direction for events which take place in the Mercer Arena. This position has responsibility for interpreting and applying contracts with clients regarding service levels, setups, operation of shows, and moveouts at completion. The position must determine proper billing and collect funds for services rendered; oversee procurement of proper licensing; and direct the work of skilled trades staff necessary to support the activity. The position has been designated as the building manager of the Mercer Arena and is accountable for its upkeep and maintenance.

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:

Review of this position was requested because of a change in duties; this position is now responsible for the management of the Mercer Arena. This facility is of vital importance to the financial success of the Seattle Center and deals with a client base which is very important to the fiscal well-being of the Center. The operations at Seattle Center are gravitating towards a "building manager" concept based on the success of operations at the

KeyArena and the Opera House. This approach provides enhanced operational efficiencies by having a single point of contact for all services for the building rather than have a number of Events Service Representatives providing a variety of services, creating confusion as to what work needs to be done, what has been scheduled, etc.

The class specifications for Events Service Representative (ESR) and Events Service Representative Senior (ESR Sr.) are similar. The ESR *performs work of a professional nature which requires a knowledge of events operations and the ability to coordinate and monitor work...* The ESR Sr. *performs work of a professional nature which requires a knowledge of event operations and facility management and the ability to coordinate and monitor work...* The ESR Sr. class is distinguished from the ESR in that *the senior level is responsible for servicing clients and events whose nature, size, and financial impact are greater than those at the base level. The senior position establishes priorities and deadlines with the supervisor's approval, and solves problems with only broad direction from the supervisor.* The position under review is responsible for all aspects of all events occurring at the Mercer Arena and, as building manager, is solely responsible for the maintenance and upkeep of the Arena. The position works closely with the skilled crafts shops to provide for necessary maintenance activities which satisfy the needs of the facility while also addressing the needs of show production. This calls for constant "juggling" of facility support issues where conflicting needs must be prioritized and effective work schedules arranged.

The "building manager" role this position has assumed is contained in the class specification for the senior level, which requires knowledge of facility management. The increased responsibilities for overseeing all events occurring in the building, scheduling, prioritizing, and the level of decision-making and problem solving required are also duties which are most accurately represented by the senior level.

Recommendation:

Due to the assignment of this position as "building manager" and the higher level of responsibility that accompanies that role, we recommend the subject position be allocated to the title of Events Service Representative, Senior effective November 20, 1997, the date the PDQ was signed.

Costing:

If implemented on the 1998 First Quarter Ordinance, the maximum estimated cost of implementing this action would be \$3,042.22. This figure includes any current and retroactive (*if applicable*) cost for this action. The ongoing annual cost for this action would be \$6,084.43. The calculations are based on the difference between the top step of the current and the recommended salary range and includes statutory benefits (*FICA, etc.*). The actual amount payable to any affected employee will vary.

**CITY OF SEATTLE
PERSONNEL
DIVISION**

CLASSIFICATION DETERMINATION REPORT

Date: 12/19/97

Report No.: 97-1585

POSITION IDENTIFICATION

Department: Seattle Public Utilities
Classification Title: Unclassified
Ordinance Title: Administrative Specialist I - BU
Position Number: 011884
Bargaining Unit: 035 Current Salary: \$13.01 - \$14.51 (Range 20.5B)

RECOMMENDED ACTION

Classification Title: Administrative Specialist II
Ordinance Title: Administrative Specialist II - BU
Bargaining Unit: 035
Legislation Required: Yes Recommended Salary: \$14.00-\$15.66 (Range 22.5B)
Remarks: See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:
Current Standing: Administrative Specialist I - BU
Recommended Standing: Administrative Specialist II - BU
In recommended standing, incumbent status is:
 Regular Probationary 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: Edie Jorgensen 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 Meter Shop of the Customer Service Branch of SPU. This shop is responsible for maintaining meter accuracy for the 170,000+ meters in the City's distribution system. As part of the Meter Accuracy Improvement Program, SPU has begun a preventive maintenance program for all meters according to AWWA standards. This requires regular replacement and/or testing and repair of meters of all sizes and types, maintaining an accurate inventory and tracking system for all meters and purchasing meter inventory supplies and tools.

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 Specifications No. 4050004/Administrative Specialist I;
- Class Specifications No. 4050005/Administrative Specialist II;
- Class Specifications No. 2350303/Workload Planner and Scheduler, 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 act as the central distribution point of work requests for the Meter Shop. The shop is a part of the Metering Division of the Customer Service Branch. The position acts as a customer liaison to internal customers, and scheduler of service interruptions with external customers for maintenance and repair of meters. Duties include using a maintenance management system and computerized billing system for research and data entry purposes and PC data bases to track and create statistical reports for management. The position also performs administrative responsibilities to support the day-to-day activities of the program.

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 Specialist I (AS I) level perform the full range of general administrative support duties or several specialized clerical tasks in a 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.

An Administrative Specialist II performs the full range of administrative support duties for high level management or specialized tasks in support of a special function or program, e.g., prepares/reviews standard or special reports; prepares program documents, interdepartmental forms; monitors progress of dept. or project workload; prepares/maintains spreadsheets and similar computer support activities. Work at this level requires advanced knowledge of general office practices and procedures and requires comprehensive knowledge of departmental or program policies and procedures. Assignments are completed independently with minimal guidance and some work assignments require handling complicated tasks where the cost of correcting errors would be substantial in either time or money. The work requires solving special problems and making reliable decisions, while sensitive issues and problems are referred to management.

The duties and responsibilities described in the PDQ submitted for this review are consistent with those outlined on Class Specification #4050005/Administrative Specialist II. Per the PDQ the subject position: receives incoming work request and documents categories of requests in data base; uses maintenance management system (Maximo) and computerized billing system (CUBS) to research work requests and apply pre-determined priority criteria; distributes work requests to appropriate work groups and documents distribution in data base; responds to internal customer inquiries concerning status of work requests; contacts customers to schedule interruptions of service in order to perform meter replacements and maintenance; researches and determines follow-up steps required for work requests that meter shop is unable to complete; creates routes for meter changers; and performs other data entry in Maximo and CUBS as required.

Review of the Class Specification for Workload Planner and Scheduler, Assistant was also conducted and confirmed that positions allocated to that title plan and schedule preventive maintenance by inspecting, tracking, and monitoring work activities of work crews and by preparing tracking and status reports on projects and work plans. Although the work is related, the subject position is not involved in the planning, and/or inspection of the work. As stated on the PDQ, the position applies pre-determined priority criteria and is the central distribution point of work requests and scheduler of service interruptions with external customers for maintenance and repair of meters. Duties that fall within the AS II level of responsibility.

Recommendation:

Based on evaluation of the duties and responsibilities of position #011884, the appropriate allocation is Administrative Specialist II - BU. This action should be effective 8-28-97, to correspond with the date the Position Description Questionnaire was signed by the incumbent and supervisor of the subject position.

Costing

If implemented on the 1998 First Quarter Ordinance, the maximum estimated cost of implementing this action would be \$2,099.13. This figure includes any current and

retroactive (*if applicable*) cost for this action. The ongoing annual cost for this action would be \$2,798.84. The calculations are based on the difference between the top step of the current and the recommended salary range and includes statutory benefits (*FICA, etc.*). The actual amount payable to any affected employee will vary.

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/98
 Department: Seattle Public Utilities

Report Number: 97-1585c
 Effective Date: 8/28/97

| 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 1998 Rate |
|----------------------------|---|---|--|---|---|---------------|-------------------|------------------------|
| Current Year Ends 12/31/98 | 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 |
| Previous Year: 1997 | | \$15.66 | | \$14.51 | \$1.15 | 5 | \$1,000.50 | |
| Previous Year: 1996 | | | | | \$0.00 | 12 | \$0.00 | |
| Previous Year: 1995 | | | | | \$0.00 | 12 | \$0.00 | |
| Previous Year: 1994 | | | | | \$0.00 | 12 | \$0.00 | |
| Subtotal | | | | | | | \$1,800.90 | \$2,401.20 |
| Plus 16.56% for Benefits | | | | | | | \$298.23 | \$397.64 |
| Cost Estimate Per Position | | | | | | | \$2,099.13 | \$2,798.84 |
| Number of Positions | | | | | | 1 | 1 | 1 |
| Total Cost Estimate | | | | | | | \$2,099.13 | \$2,798.84 |

CITY OF SEATTLE
PERSONNEL
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CLASSIFICATION DETERMINATION REPORT

Date: 1/7/98

Report No.: 97-1586

POSITION IDENTIFICATION

Department: Seattle Public Utilities
Classification Title: Data Entry Operator
Ordinance Title: Data Entry Operator
Position Number: 016771
Bargaining Unit: 004 **Current Salary: \$11.86 -12.73 Range: NA**

RECOMMENDED ACTION

Classification Title: Accounting Technician I
Ordinance Title: Accounting Technician I - BU
Bargaining Unit: 035
Legislation Required: yes **Recommended Salary: \$13.01-14.51 Range 20.5B**
Remarks: See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:
Current Standing: Data Entry Operator
Recommended Standing: Accounting Technician I - BU
In recommended standing, incumbent status is:
 Regular Probationary Temporary (exam required)
Authority: Personnel Rule
 2.3.100 2.3.200 2.3.300
Remarks: Per Article 9.7 C of the Local 17 Bargaining Agreement

Recommended: Steven Aspiras *SA* Sr. Classification/Compensation Analyst

Approved: Edie Jorgensen *EJ* Classification/Compensation Supervisor

Lidia Santiesteban *LJS* 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 Finance Division of Seattle Public Utilities (SPU). The Finance Unit combined the finance, accounting, contracting, and real estate staffs from the former SWD, SED, and ESD. Management submitted the request based on Accountants being able to perform their own data entry with the use of personal computers. With this technological shift, the subject position has taken on various accounting functions and tasks associated with the maintenance and updating of accounting records. Duties involve updating accounts, reconciling bank statements, and preparing source documents.

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. 4100004/Data Entry Operator;
- Class Specification No. 4000013/Accounting Technician I;
- Class Specification No. 4000004/ Accounting Technician II;
- organizational charts affecting the subject position;
- comparison to other similar positions; and
- other records internally available.

Summary of Work

The position performs various accounting functions and tasks associated with the maintenance and updating of accounting records. Duties involve updating accounts, reconciling bank statements, and preparing source documents.

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 quick perusal of the 1997-1998 Budget for the new Seattle Public Utilities shows that while integrating as many services as possible to achieve financial and operational efficiencies, the new utility would continue to have separate funds for each utility function. The subject position works with the Solid Waste Utility Fund that finances solid waste collection, recycling, and disposal services to residents, as well as landfill closure at selected sites.

The duties previously performed by the subject position included keying, processing on line, verifying, logging and posting various information from accounting documents in a

prescribed manner and format and providing technical assistance as needed. These duties were reviewed back in 1992 as a Step 3 grievance filed by Local 17. A recommendation of no change from the Data Entry Operator title was made. The department has now requested this review based on Accountants having generally ceased requiring data entry services. This proposed change would allow Accountants to perform more analysis while the subject position takes on more technician work.

Review of the Data Entry series confirmed that positions allocated to that title perform data entry tasks such as keying or inputting data into systems and verifying data using a variety of data entry and computer equipment. The work entails logging and correcting source documents requiring limited interpretation of data or information.

In comparison, Accounting Technician duties involve posting entries, updating accounts, balancing accounts, processing and reviewing documents or forms, generating reports or assisting in the preparation or reconciliation of trial balances. A closer review of the levels within Accounting Technician series also confirmed that positions allocated to the Accounting Technician II level perform the full range of multiple, complex tasks under minimal supervision.

Conclusion

The position checks daily bank deposit slips against Transfer Station Billing (TBS) daily reports; checks weekly bank statements and monthly download of SFMS cash transactions; enters daily Combined Utility Billing System (CUBS) journal, CUBS A/R monthly journal and miscellaneous entries; receives checks for Water, Drainage & Wastewater, Solid Waste and Engineering Services funds; and prepares and codes SFMS source documents for deposit. The subject position performs work in support of SPU general ledger accountants and performs related accounting activities under general supervision for routine tasks and continuing supervision for non-routine tasks.

Recommendation

Based on evaluation of the duties and responsibilities of position #016771, the appropriate allocation is Accounting Technician I - BU. This action should be effective October 9, 1997, the date when the incumbent and management signed off on the PDQ.

COSTING

If implemented on the 1998 First Quarter Ordinance, the maximum estimated cost of implementing this action would be \$2,527.07. This figure includes any current and retroactive (*if applicable*) cost for this action. The ongoing annual cost for this action would be \$4,332.12. The calculations are based on the difference between the top step of the current and the recommended salary range and includes statutory benefits (*FICA, etc.*). The actual amount payable to any affected employee will vary.

**CITY OF SEATTLE
PERSONNEL
DIVISION**

CLASSIFICATION DETERMINATION REPORT

Date: 12/22/97 **Report No.:** 97-1587

POSITION IDENTIFICATION

Department: Seattle Public Utilities
Classification Title: Unclassified
Ordinance Title: Civil Engineering Specialist, Assistant II
Position Number: 023101
Bargaining Unit: 004 **Current Salary:** \$17.99 - \$20.91

RECOMMENDED ACTION

Classification Title: Civil Engineering Specialist, Associate
Ordinance Title: Civil Engineering Specialist, Associate
Bargaining Unit: 034
Legislation Required: yes **Recommended Salary:** \$21.05 - \$24.52
Remarks: See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:
Current Standing: Civil Engineering Specialist, Assistant
Recommended Standing: Civil Engineering Specialist, Associate
In recommended standing, incumbent status is:
 Regular Probationary 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: Edie Jorgensen 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. 023101 was part of the Engineering group that consolidated engineering personnel from SED, SWD and City Light allowing for better coordination of capital projects from planning through design and construction. The subject position is located in the Office Engineering Group of the Engineering Contracts Management Section. Office Engineering works closely with Senior Construction Engineers, Resident Engineers, Contractors, Consultants, State Departments and other City organizations to ensure accurate and examinable audit records for Capital Improvement Projects. They provide management of construction projects.

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.7201503\Civil Engineering Specialist, Assistant;
- Class Specification No.7201504\Civil Engineering Specialist, 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 be the liaison between government agencies and staff, design consultants, and the contractors, and ensure that required materials and documentation in the construction of Capital Improvement Projects is submitted, reviewed and maintained in an examinable audit manner. The subject position is the central point of contact between the field and office, and is responsible for remaining current on each project, managing the flow of information and documents through the department, and answering a variety of questions from in-house staff as well as contractors and outside agency representatives regarding individual projects.

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 requested level of Associate Civil Engineering Specialist can be characterized as performing journey-level, complex, and difficult technical civil engineering and

construction related activities. This class requires a working knowledge of the principles and practices of civil and construction engineering, including the methods, materials, equipment and techniques used in civil engineering, construction, and inspection. It is distinguished from the Assistant Civil Engineering Specialist by the technical nature of the work performed that includes drafting; performing well-defined design work; approving, monitoring and inspecting construction projects and materials; reviewing plans, specifications and development proposals; developing project and contract specifications and cost estimates; administering construction contracts; enforcing ordinances controlling public property and facilities; maintaining records of City facilities and projects; surveying and sampling and testing materials.

Representative duties of an Assistant Civil Engineering Specialist include performing contract administration duties, however, only the journey-level may negotiate with contractors or act as a liaison among consultants. In regard to the preparation of plans, the Assistant level can only assist. Additionally, the Associate level may check the accuracy of work and computations performed by other engineering personnel and can also provide technical guidance to other technical and professional personnel.

The subject position provides construction management services on capital improvement projects for SPU; serves as an inter-agency liaison; answers contractor submittal problems, plans or field changes, finds and corrects errors or deficiencies, maintains an examinable audit record and ensures that required compliance is met; and serves as the in-house expert on submittal requirements, computer forms, project status reports and processing guidelines. Overall, the duties and responsibilities described in the PDQ submitted for the subject position are consistent with those outlined on Class Specification #7201504\Civil Engineering Specialist, Associate.

Recommendation:

Based on evaluation of the duties and responsibilities of position #023101, it is recommended this position be reclassified to Civil Engineering Specialist, Associate. This action should be effective 9/25/97, to coincide with the date the incumbent signed off on the PDQ submitted for this review.

Costing

If implemented on the 1998 First Quarter Ordinance, the maximum estimated cost of implementing this action would be \$5,857.28. This figure includes any current and retroactive (*if applicable*) cost for this action. The ongoing annual cost for this action would be \$8,785.92. The calculations are based on the difference between the top step of the current and the recommended salary range and includes statutory benefits (*FICA, etc.*). The actual amount payable to any affected employee will vary.

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/98
Department: Seattle Public Utilities
Report Number: 97-1587c
Effective Date: 9/25/97

| 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 1998 Rate |
|----------------------------|---|---|--|---|---|---------------|-------------------|------------------------|
| Current Year Ends 12/31/98 | Civil Engineering Specialist, Associate | \$24.52 | Civil Engineering Specialist, Assistant II | \$20.91 | \$3.61 | 4 | \$2,512.56 | \$7,537.68 |
| Previous Year: 1997 | Civil Engineering Specialist, Associate | \$24.52 | Civil Engineering Specialist, Assistant II | \$20.91 | \$3.61 | 4 | \$2,512.56 | |
| Previous Year: 1996 | | | | | \$0.00 | | \$0.00 | |
| Previous Year: 1995 | | | | | \$0.00 | | \$0.00 | |
| Previous Year: 1994 | | | | | \$0.00 | | \$0.00 | |
| Subtotal | | | | | | | \$5,025.12 | \$7,537.68 |
| Plus 16.56% for Benefits | | | | | | | \$832.16 | \$1,248.24 |
| Cost Estimate Per Position | | | | | | | \$5,857.28 | \$8,785.92 |
| Number of Positions | | | | | | | 1 | 1 |
| Total Cost Estimate | | | | | | | \$5,857.28 | \$8,785.92 |

CITY OF SEATTLE
PERSONNEL
DIVISION

CLASSIFICATION DETERMINATION REPORT

| | |
|---------------|---------------------|
| Date: 1/29/98 | Report No.: 97-1596 |
|---------------|---------------------|

| | |
|--------------------------------|---|
| POSITION IDENTIFICATION | |
| Department: | Seattle Public Utilities |
| Classification Title: | Management Systems Analyst |
| Ordinance Title: | Management Systems Analyst |
| Position Number: | 011699 |
| Bargaining Unit: | 030 |
| | Current Salary: \$20.04 - \$23.35 (Range 33.0A) |

| | |
|---------------------------|---|
| 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: | Management Systems Analyst | |
| Recommended Standing: | Systems Analyst, Senior | |
| In recommended standing, incumbent status is: | | |
| <input type="checkbox"/> Regular | <input type="checkbox"/> Probationary | <input checked="" type="checkbox"/> Temporary (exam required) |
| Authority: Personnel Rule | | |
| <input type="checkbox"/> 2.3.100 | <input type="checkbox"/> 2.3.200 | <input checked="" type="checkbox"/> 2.3.300 |
| Remarks: | | |

Recommended: Steven Aspiras Senior Classification/Compensation Analyst

Approved: Edie Jorgensen 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 the City GIS Manager of Seattle Public Utilities. Position Nos. 011699 is located in the Geographic Systems Applications Group that provides programming and analyst services in support of GIS applications development for all customers of the section, including SPU, other City departments and external customers. The group develops, deploys, and maintains software applications for the display and analysis of GIS data and oversees the training of users in the operations of GIS applications.

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. 2350004/Management Systems Analyst;
- Class Specification No. 2100004/Systems Analyst;
- Class Specification No. 2100005/Senior Systems Analyst;
- Comparison to similar positions;
- Organizational charts;
- and position file contents;

Summary of Work

The primary purpose of this position is to develop applications that use the water facility GIS database, along with other corporate GIS data. Additional duties include providing guidance and expertise to experienced developers. In this role, the position provides codes to the developers and serves as a source of quality control for their work, as well as providing guidance as to the best approach to a problem. The position also oversees data quality assurance processes, as well as providing tools for more efficient entry and checking of data.

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:

As the Water GIS system shifted from the implementation phase to the operations phase, the emphasis shifted from application development. SPU moved from the limited purview of "automated mapping" to a mode that more fully uses the capabilities of the GIS for analysis and decision support. With the recent SPU internal restructure, the need for application development, analysis, and decision support within the new utility has increased. SPU now includes new and expanded functions to manage in the areas of Drainage & Wastewater, Solid Waste, Engineering Services and the Call Center. The subject position will be serving a broader user base with applications and product development and support. SPU feels that Senior level expertise is required to create the necessary applications to meet growing user needs.

The subject position is currently titled Management Systems Analyst (MSA). This class provides advice and service to management on specific operational and administrative processing and reporting systems. It analyzes data, develops information and considers all available solutions and alternatives; and prepares recommendations to implement new systems, procedures or organizational changes. The Senior level serves as a project manager or lead over system design, development and implementation projects that are more complex, long range or have department or citywide impact.

In comparison, 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. 2100004/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. They consider 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 subject position manages complex GIS application development projects. This includes project planning and progress tracking, task assignments, supervision of work performed, organizing meeting/discussions, follow-up on action items, and other application development management tasks. Task includes the development of complex algorithms and methodologies to perform GIS analysis and the programming of functions and tools that are incorporated into GIS applications. The subject position regularly assigns tasks to GIS data maintenance and development staff in support of application development, user support, and the development of training materials. The position also supervises and coordinates substantial amounts of contractor and consultant work on application development projects. In addition, the position provides technical support and expert advice to other members of the GIS section, as well as technical consultation to a broad range of other Departmental and Citywide personnel, including application project managers, engineers, plan reviewers, and other users of GIS.

Recommendation:

Based on evaluation of the duties and responsibilities of position #011699, it is recommended this position be reallocated to Systems Analyst, Senior. This action should be effective October 17, 1997, to coincide with the date the incumbent signed the PDQ and verified by management.

COSTING

If implemented on the 1998 First Quarter Ordinance, the maximum estimated cost of implementing this action would be \$6,218.29. This figure includes any current and retroactive (*if applicable*) cost for this action. The ongoing annual cost for this action would be \$10,659.92. The calculations are based on the difference between the top step of the current and the recommended salary range and includes statutory benefits (*FICA, etc.*). The actual amount payable to any affected employee will vary.

CITY OF SEATTLE
PERSONNEL
DIVISION

CLASSIFICATION DETERMINATION REPORT

Date: 1/21/98

Report No.: 97-1599

POSITION IDENTIFICATION

Department: Seattle Public Utilities
Classification Title: Unclassified
Ordinance Title: Environmental Field Specialist Supervisor
Position Number: 008439
Bargaining Unit: 030 Current Salary: Never established (Range N/A)

RECOMMENDED ACTION

Classification Title: Environmental Field Supervisor
Ordinance Title: Environmental Field Supervisor
Bargaining Unit: 004
Legislation Required: yes Recommended Salary: \$18.55 - \$21.67(Range 31.0A)
Remarks: See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:
Current Standing: Environmental Field Specialist
Recommended Standing: Environmental Field Supervisor
In recommended standing, incumbent status is:
 Regular Probationary Temporary (exam required)
Authority: Personnel Rule
 2.3.100 2.3.200 2.3.300

Remarks: Per November 15, 1996 mutual agreement between the City and Local 17.

Recommended: Steven Aspiras SA Senior Classification/Compensation Analyst

Approved: Eddie Jorgensen EJ Classification/Compensation Supervisor

Lidia Santiesteban LRS Classification/Compensation Director

Sarah Welch SW Personnel Director

Source of Request/Position Identification:

This report is being completed to finalize an agreement between the City and Local 17. On the First Quarter 1997 Ordinance, the City recommended the legislation of two new titles and salaries of Environmental Field Specialist, Senior and Environmental Field Supervisor. Per a 12/9/96 concurrence of Local 17, the subject position in pocket #008439, was to be allocated to the title of Senior Environmental Field Specialist effective January 1, 1992, and the same position allocated to Environmental Field Supervisor effective January 1, 1993. However, per the information in Personnel Records, Ordinance #116440 effective 1-1-93 changed the title from Environmental Field Specialist, Senior to Environmental Field *Specialist* (emphasis added) Supervisor. The correct title should have been Environmental Field Supervisor. Discussions between Classification staff and Labor Relations verified that the classification action to allocate the subject position to the new title of Environmental Field Supervisor never occurred. This report is to allocate the position to the appropriate title of Environmental Field Supervisor.

Recommendation:

Based on the request from Labor Relations, this classification recommendation finalizes an earlier agreement between the City and Local 17. This classification determination recommends that position #0008439 be reclassified from Environmental Field Specialist Supervisor to Environmental Field Supervisor, effective 1/1/93.

Costing:

All pay issues have been resolved and paid out through separate legislation.

CITY OF SEATTLE
PERSONNEL
DIVISION

CLASSIFICATION DETERMINATION REPORT

Date: 1/14/98

Report No.: 97-1607

POSITION IDENTIFICATION

Department: Seattle Public Utilities
Classification Title: Unclassified
Ordinance Title: Systems Analyst
Position Number: 024675
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 Temporary (exam required)
Authority: Personnel Rule
 2.3.100 2.3.200 2.3.300
Remarks:

Recommended: Steven Aspiras Senior Classification/Compensation Analyst

Approved: Edie Jorgensen 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 the Information Technology Manager of Seattle Public Utilities. Position No. 024675 is located in the Information Technology Unit that analyzes, designs, test and implements information technology systems for the department. This group analyzes business needs and then designs and implements solutions that meet them.

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. 2100004/Systems Analyst;
- Class Specification No. 2100005/Senior 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 and project lead, advisor and /or analytical services on Information Technology projects. As lead, responsible for the project planning, scheduling, resource management and monitoring. Responsible for managing day to day operations of projects that require working with and/or supervising one or more consultants and subordinate staff and reporting status to Project Supervisor, management and user groups.

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:

SPU management has stated that over the past several years, City departments have installed local area networks (LANs). Historically, technological hardware advances have always surpassed the available software applications that utilize the new hardware platforms. Software vendors, with these rapid changes, have not kept pace. As a result, many of the City's LANs were not being fully utilized.

City departments are moving to install LAN based applications that serve the whole workgroup or Department. Support of these applications and new LAN services is dramatically increasing. Therefore, the need for highly trained LAN engineers becomes even more critical. These systems are complex and must be implemented and maintained by skilled technical staff. The subject position is now required to have additional knowledge and expertise in many more areas. The department points out that similar positions around the City that support multiple operating systems, interconnected networks are all at the Senior level.

The subject position is currently a Systems Analyst (SA). SAs 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 subject position creates project plans, develops and implements LAN management tools for monitoring and preventing network problems, researches implications for new applications and integrates into existing environments. The position also analyzes technical/architecture design and user requirements to determine feasibility and appropriateness of design in relations to the network infrastructure and stability requirements. It also recommends design methodologies for city wide infrastructure requirements. The position requires progressively responsible experience in system software, analysis, design, programming or network implementation.

Recommendation:

Based on evaluation of the duties and responsibilities of position #024675, it is recommended this position be reallocated to Systems Analyst, Senior. This action should be effective September 25, 1997, to coincide with the date the incumbent signed the PDQ and verified by management.

COSTING

If implemented on the 1998 First Quarter Ordinance, the maximum estimated cost of implementing this action would be \$6,717.21. This figure includes any current and retroactive (*if applicable*) cost for this action. The ongoing annual cost for this action would be \$10,075.82. The calculations are based on the difference between the top step of the current and the recommended salary range and includes statutory benefits (*FICA, etc.*). The actual amount payable to any affected employee will vary.

CITY OF SEATTLE
PERSONNEL
DIVISION

CLASSIFICATION DETERMINATION REPORT

Date: 1/21/98

Report No.: 97-1608

POSITION IDENTIFICATION

Department: Seattle Public Utilities
Classification Title: Civil Engineer, Sr.
Ordinance Title: Civil Engineer, Sr.
Position Number: 008039
Bargaining Unit: 032 Current Salary: \$25.00 - \$29.10 (Range n/a)

RECOMMENDED ACTION

Classification Title: Capital Projects Coordinator
Ordinance Title: Capital Projects Coordinator
Bargaining Unit: 034
Legislation Required: yes Recommended Salary: \$22.88 - \$26.73 (Range n/a)
Remarks: See reverse side of page for pertinent allocation information

INCUMBENT STATUS

Incumbent:
Current Standing: Capital Projects Coordinator, Assistant
Recommended Standing: Capital Projects Coordinator
In recommended standing, incumbent status is:
 Regular Probationary 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: Edie Jorgensen 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 the Project Management Division identifying a reclass request missing from a workload list sent to Branches for their review. A subsequent memo from the Director of Project Management confirmed that they had submitted a reclass for the subject position in April of 1996, but were asked to wait until the merger was complete. Due to the missing request, they now are concerned that this review is completed in a timely manner.

Position History:

The position has been filled by Seattle Public Utilities (SPU) as a Capital Projects Coordinator In-Lieu-Of Senior Civil Engineer. 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.7204503\Capital Projects Coordinator, Assistant;
- Class Specification No.7204504\, Capital Projects Coordinator, Associate;
- Position file contents;
- Comparison to similar positions;
- Review of the organization unit affecting the subject position.

Summary of Work:

The primary purpose of the position is to manage and coordinate the planning, preliminary engineering, design, construction & closeout phases of capital improvement projects for SeaTran, SPU, other city departments and some private industry clients. Projects range in size and difficulty from moderately to highly visible & complex.

Analysis:

Position allocated to classes within the Capital Projects Coordinator 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. Besides size and scope, prime factors considered in determining the level is the complexity, monetary amount, difficulty and sensitivity of the assigned projects.

Review of the Capital Project Coordinator, Assistant class specification confirmed that a position at the Assistant level basically assists in the coordination of the planning, design, and construction processes for capital improvement projects. Projects are of a limited scope, whereby capital projects follow established procedures and involve less

planning and coordinating activities. Positions at this level have no independent authority over a project.

The subject position manages a multidisciplinary team of engineers & other professional staff in the preparation of the scope of work, schedule, project budget, and milestones for capital improvement projects and engineering studies. It also manages, monitors and evaluates project design and construction phases including compliance with scope of work, adherence to project schedule, budget control, restrictions and specifications.

The comparison above demonstrates that the position duties are at a higher level than those of Capital Projects Coordinator, Assistant. A journey-level Capital Projects Coordinator is involved in ensuring capital projects meet specifications and standards including researching, budgeting, and scheduling of CIP's; administering consultant contracts, supervising construction; and monitoring project close-out. Based upon the subject position being involved in overseeing project phases from initiation to completion, the requested title of Capital Projects Coordinator is found appropriate.

Recommendation:

Based on evaluation of the duties and responsibilities of position #008039, it is recommended this position be reclassified to Capital Projects Coordinator. This action should be effective 4/15/96, to coincide with the date management stipulated the work increased to the higher level.

COSTING

If implemented on the 1998 First Quarter Ordinance, the maximum estimated cost of implementing this action would be \$9,897.34. The titles used for this calculation is the Capital Projects Coordinator, Assistant in-lieu-of title and the new title of Capital Projects Coordinator (see costing 97-1698c). This figure includes any current and retroactive (*if applicable*) cost for this action. The ongoing annual cost for this action, using the same titles on costing sheet 97-1698c would be \$4,794.53. The calculations are based on the difference between the top step of the current and the recommended salary range and includes statutory benefits (*FICA, etc.*). The actual amount payable to any affected employee will vary.

Since the current Ordinance Title of the position is actually a Senior Civil Engineer, this reallocation would create an actual cost savings of (\$13,257.98) see costing sheet 97-1698a. However, given the departments use of the position with an employee appointed to a lower level title, the reallocation as noted above, is assigned retroactively to 4/15/96.

CITY OF SEATTLE
PERSONNEL
DIVISION

CLASSIFICATION DETERMINATION REPORT

Date: 2/5/98

Report No.: 97-1615

POSITION IDENTIFICATION

Department: Seattle Public Utilities
Classification Title: Unclassified
Ordinance Title: Naturalist
Bargaining Unit: 030 Current Salary: \$15.36-\$17.86 (Range 26.0A)

RECOMMENDED ACTION

Classification Title: Public Education Program Specialist
Ordinance Title: Public Education Program Specialist
Bargaining Unit: 030
Legislation Required: yes Recommended Salary: \$17.22-\$20.04 (Range 29.0A)
Remarks:

INCUMBENT STATUS

Incumbents:

Current Standing: Naturalist
Recommended Standing: Public Education Program Specialist

In recommended standing, incumbent status is:

Regular Probationary Temporary (exam required)

Authority: Personnel Rule

2.3.100 2.3.200 2.3.300

Remarks:

Recommended: Steven Aspiras Sr. Classification/Compensation Analyst

Approved: Edie Jorgensen 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 Seattle Public Utilities (SPU) management. These positions are located in the Watershed Public Programs Unit. The unit is responsible for public education, public information, the management of watershed cultural resources, and management of recreation facilities outside the closed access watershed (i.e., Landsburg and Rattlesnake Lake Recreation Area).

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 No. 2250004/Naturalist ;
- Class Specification No. 2250005/Senior Naturalist;
- Class Specification No. 2250504/Public Education Program Specialist;
- Position file contents;
- Review of the organization unit affecting the subject positions;
- and related classification files.

Summary of Work

The primary purpose of these positions is to assist in the planning, development and implementation of public education programs and public information materials that effectively deliver the Department's messages about the municipal water system, stewardship of watershed natural and cultural resources, and public responsibility for wise use of resources.

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 Naturalist can be characterized as requiring a specialized knowledge of educational program development, and teaching experience in natural science, cultural history, or outdoor skills that interpret the site of collections of the assigned program specialty, such as a zoo, aquarium, park or museum. Naturalist plan, develop, coordinate, and implement natural science educational, interpretive, and information services programs, such as nature walks, workshops and courses at City parks. They develop and conduct interpretive presentations for community groups, volunteers and teachers; identify and study fauna, flora, climate and geological features of a park, their interrelationships and how they are influenced by people; and research, write and coordinate production of interpretive education and program promotional materials. In comparison, a Public Education Program Specialist (PEPS) develops a *wide variety* (emphasis added) of promotional and informational program and materials. They serve as *liaisons* (emphasis added) with the public schools and other groups and organizations, coordinate and participate in

the public schools and other groups and organizations, coordinate and participate in the selection of consultants, and monitor and administer contracts for public education consultants. PEPS deal more with a wider variety of promotional and information programs and materials. They also monitor program goals and objectives, and prepare and administer program budgets. For PEPS, judgment is used to interpret, select and apply the most appropriate guidelines, policies or procedures in structuring educational programs, curriculum and presentations.

The Watershed Operations Director stipulated that these Naturalist positions were initially authorized in the Watershed Secondary Use Ordinance in 1989. This request has been generated based on the growth of involvement for educational program development and delivery, informational materials required to support Watershed Programs, responsibility for contracting for goods and services, and supervising volunteers and contracted service projects. These duties resulted from: 1) the increased needs for delivery of public programs and materials due to heightened public concern over water resource and watershed resource stewardship issues; 2) a corresponding increase in program and informational needs in support of Watershed Programs including the Cedar River Watershed Habitat Conservation Plan, land exchanges, and development of the Cedar River Watershed Education Center and the Rattlesnake Lake Recreation Area; and 3) an increased need to coordinate watershed education programs with other public land management agencies, education organizations and school districts.

The duties and responsibilities described in the PDQ submitted for this review are consistent with those outlined on Specification #2250504/Public Education Program Specialist. The positions develop informational material and educational programs and deliver programs that educate a diverse audience about the region's municipal watershed and resource stewardship issues. They serve as the City's liaison with community and professional groups and the media on watershed issues and educational program development, as well as coordinate volunteer and contracted work in the implementation of program needs.

Recommendation:

Based on the duties and responsibilities of these positions, the appropriate allocation is Public Education Program Specialist. This action should be effective December 5, 1997, which corresponds to the date the incumbent signed the PDQ and verified by management.

COSTING

If implemented on the 1998 First Quarter Ordinance, the maximum estimated cost of implementing this action would be \$2,210.68 for position #015518 and \$1,105.34 for part time position #023899. This figure includes any current and retroactive (*if applicable*) cost for this action. The ongoing annual cost for this action would be \$5,305.62 for #015518 and \$2,652.81 for #023899. The calculations are based on the difference between the top step of the current and the recommended salary range and includes statutory benefits (*FICA, etc.*). The actual amount payable to any affected employee will vary.

CITY OF SEATTLE
PERSONNEL DEPARTMENT



CLASSIFICATION DETERMINATION REPORT

Date: November 21, 1997

Report No.: 97-1387

POSITION IDENTIFICATION

Department: Transportation
Classification Title: Administrative Specialist I
Ordinance Title: Administrative Specialist I - BU
Position Number: 023598
Bargaining Unit: 035 Current Salary: \$13.01 - 14.51 (Range: 20.5B)

RECOMMENDED ACTION

Classification Title: Administrative Specialist III
Ordinance Title: Administrative Specialist III - BU
Legislation Required: Yes
Bargaining Unit: 035 Recommended Salary: \$15.05 - 16.88 (Range: 24.5B)
Remarks See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:
Current Standing: Administrative Specialist I
Recommended Standing: Administrative Specialist III
In recommended standing, incumbent status is:
 Regular Probationary Temporary
Authority: Personnel Rule
 2.3100 2.3.200 2.3.300

Remarks: Per Article IX, Section 9.6b(2) of the Local Bargaining Agreement.

Recommended: Team B *ST* Classification Analyst(s)
Approved: Edie Jorgensen *EJ* Classification Supervisor
Lidia Santiesteban *LS* Classification/Compensation Director
Sarah Welch *SW* Personnel Director

Position Identification and Source of Request

Position #008638 was initially submitted for review, but the Position number was subsequently revised to read #023598 at the request of the department. Position #023598 is located in the Commuter Services Section within the Department of Transportation. The Commuter Services Section is responsible for administering various programs whose overall purpose is to reduce congestion and pollution by eliminating commuter trips of single occupant vehicles.

Background

According to departmental management, there has been significant increase in the level of responsibility and independence given to this position. This change results from growth of the Carpool Parking program, and the demand for increased services.

An informational interview was conducted with the supervisor and incumbent, and at that time they compared the subject duties and responsibilities to those of Position #023259 Research and Evaluation Assistant, also located within the Commuter Services section.

Scope of Review:

This review consisted of an analysis and evaluation of the subject position by Gail Thompson, a Classification Analyst assigned to Team B. This review consisted of the following:

- ◆ the Position Description Questionnaire (PDQ) dated February 25, 1997;
- ◆ comparative review of class specifications within the Research and Evaluation and Administrative Support class series;
- ◆ comparison to similar positions;
- ◆ an interview with position incumbent and supervisor;
- ◆ review of the organizational unit affecting the subject position;
- ◆ position history records and related classification files.

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

Summary of Work

The essential purpose of this position is to oversee the day-to-day activities of the Carpool Parking Program. Primary duties include:

Programmatic Functions (20%)

- monitoring and enforcing public rules and regulations concerning carpool and private building parking spaces;
- analyzing, evaluating and recommending changes to program policies and procedures;
- conducting field studies regarding new carpool sites by corresponding with and providing program benefit information to businesses surrounding identified sites;
- coordinating with other departments and contractors to provide convenient alternative parking during constructions and routine maintenance projects;
- occasionally, issuing parking citations to carpool violators (*incumbents respond to calls from parking attendants, the public or other car-poolers regarding incorrect use of parking space, i.e., single member in a carpool, parking in wrong area, littering, etc.*) -- a Special Police Commission is required to issue parking citations.

Administrative (80%)

- reviewing carpool parking permit applications for completeness and accuracy to determine program eligibility;
- maintaining a comprehensive database;
- recommending and implementing changes to a variety of reports (certification summaries);
- monitoring program revenue, preparing accounting reports (*quarterly & annually*) and forecasting revenue;
- responding to inquiries and providing assistance to participants;
- distributing brochures; occasionally making presentations and participating in transportation fairs;
- periodically, evaluating program goals, participation and utilization of parking resources.

Analysis

To appropriately classify the subject position, a comparison was made of classification specifications within the class series of Administrative Support Assistant and Research & Evaluation Assistant to the duties and responsibilities characterized in the PDQ submitted for review.

Administrative Support

Positions in this class perform support tasks, or specialized tasks to support a specific function or program such as answering calls and receiving visitors, providing routine information regarding department's policies and procedures regarding various programs; compiling statistical data and preparing routine reports; collecting fee; and validating forms requiring limited interpretation of information. Contacts are primarily within the department and with the public concerning routine matters. This class consists of six levels and they are distinguished from one another by their respective degrees of difficulty, responsibility, accuracy required and types and nature of contacts.

Research and Evaluation Assistant

Positions in this class perform moderately difficult research, statistical or program evaluation analysis. Tasks include collecting, preparing and analyzing data from various programs/components and producing scheduled and as-needed reports in narrative or spreadsheets. This is a single level class.

Position #023259

This position was last reviewed in October 1993, and at that time allocated to the title of Research and Evaluation Assistant. Work consisted of: collecting and analyzing data, and making recommendations regarding buildings and major institutions meeting their Transportation Management Program goals. A PDQ, recently submitted for Position #023259 (*August 1997*) was also reviewed and showed this position to be responsible for developing, preparing and negotiating scope of work, service agreements and amendments with building developers, owners and major institutions; reviewing impending legislation and preparing briefing materials; reviewing performance for compliance; and creating and maintaining a database.

My review of the above descriptions of work revealed:

- 1) that the work characterized in the Research & Evaluation Assistant class specification differs from that of the subject position in that the former is responsible for researching, collecting, analyzing and evaluating verbal and statistical data to prepare reports and studies.
- 2) that Position #023259 (*Research and Evaluation Assistant*) monitors and evaluates carpool parking service agreements and amendments for parking spaces, all of which are site specific; and works closely with a variety of building developers, owners and major institutions to independently determine compliance and to resolve issues.

- 3) that while the subject position performs some of the research and data collection activities (20%) identified in the Research and Evaluation Assistant class specification, the preponderance of duties (80%), are consistent with those characterized within the Administrative Support class series.

Having found that the Administrative Support class series is the most relevant family of titles, what remains is to determine the appropriate classification level. For purposes of this review, the senior (*Administrative Specialist II*) and advanced (*Administrative Specialist III*) levels were chosen. These levels are distinguished from one another by their respective degrees of difficulty, responsibility, accuracy required and the types and natures of contacts.

Positions assigned to the senior level perform the full range of administrative support functions for high level management or specialized tasks in support of a special function or program. Assignments are completed independently with minimal guidance and some work assignments require handling complicated tasks where the cost of correcting errors would be substantial in either time or money.

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

In the PDQ submitted for review, departmental management states, there has been a significant increase in the level of responsibility and independence given to the subject position. This change results from growth of the Carpool Parking program, and the demand for increased services. The subject position, along with two other positions (*#018618 and 023259*) in the unit have been assigned a broader scope of responsibilities as a result of the growth and administering State law and City ordinances ensuring from the Commuter Trip Reduction Law.

I found that the overall level, scope and range of duties and responsibilities assigned to the subject position have expanded. The subject position is no longer required to *essentially* provide administrative support or specialized tasks in support of a special function or program (*Administrative Specialist II duties*), but is also required to perform highly complex and diverse specialized program support activities (*Administrative Specialist III duties*) such as *monitoring and enforcing rules and regulations; conducting field studies;*

evaluating program goals; analyzing, evaluating and recommending changes to program policies and procedures; issuing parking citations; and arranging alternative parking for participants during constructions projects. These are expectations typical at the Administrative Specialist III level.

Based on the above review, it is clear that the subject position does not perform work typically associated with that of Research and Evaluation Assistant (*research and evaluation analysis*), but rather work that is administrative in nature. Position #018618 should, therefore, remain in the Administrative Support family of titles.

Costing

If this recommendation is implemented and placed on the 1998 First Quarter Ordinance, the current and retroactive cost would be \$7,210.05. The ongoing annual cost for this action would be \$5,768.04.

Recommendation

The Administrative Specialist III level recognizes the programmatic nature of the job (20%), as well as the predominant administrative duties (80%). It is therefore, recommended that Position #018618 be allocated to the title of Administrative Specialist III. This action should become effective, February 4, 1997, the date the PDQ was signed.

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/98
 Department: Transportation

Report Number: 97-1387C
 Effective Date: 2/4/97

| 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 1998 Rate |
|----------------------------|---|---|---|---|---|---------------|-------------------|------------------------|
| | Administrative Specialist III - BU (Range: 24.5B) | \$ 16.88 | Administrative Specialist I - BU (Range: 20.5B) | \$ 14.51 | \$ 2.37 | 4 | \$ 1,649.52 | \$ 4,948.56 |
| | | \$ 16.88 | | \$ 14.51 | \$ 2.37 | 11 | \$ 4,536.18 | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Subtotal | | | | | | | | \$6,185.70 |
| Plus 16.56% for Benefits | | | | | | | \$ 1,024.35 | \$ 819.48 |
| Cost Estimate Per Position | | | | | | | \$7,210.05 | \$5,768.04 |
| Number of Positions | | | | | | 1 | 1 | 1 |
| Total Cost Estimate | | | | | | | \$7,210.05 | \$5,768.04 |



CLASSIFICATION DETERMINATION REPORT

Date: November 21, 1997

Report No.: 97-1391

POSITION IDENTIFICATION

Department: Transportation
Classification Title: Administrative Specialist II
Ordinance Title: Administrative Specialist II - BU
Position Number: 018618
Bargaining Unit: 035 Current Salary: \$14.00 - 15.66 (Range: 22.5B)

RECOMMENDED ACTION

Classification Title: Administrative Specialist III
Ordinance Title: Administrative Specialist III - BU
Legislation Required: Yes
Bargaining Unit: 035 Recommended Salary: \$15.05 - 16.88 (Range: 24.5B)
Remarks: See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:
Current Standing: Administrative Specialist I
Recommended Standing: Administrative Specialist III
In recommended standing, incumbent status is:
 Regular Probationary Temporary
Authority: Personnel Rule
 2.3100 2.3.200 2.3.300
Remarks: Per Article IX, Section 9.6(c) of the Local Bargaining Agreement

Recommended: Team B *JS* Classification Analyst(s)

Approved: Edie Jorgensen *EJ* Classification Supervisor

Lidia Santiesteban *LS* Classification/Compensation Director

Sarah Welch *SW* Personnel Director

Position Identification and Source of Request

Position #018618 was reviewed at the request of the department. Position #018618 is located in the Commuter Services Section within the Transportation Department. The Commuter Services Section is responsible for administering various programs whose overall purpose is to reduce congestion and pollution by eliminating commuter trips of single occupant vehicles.

Background

According to departmental management, there has been a significant increase in the level of responsibility and independence given to this position. This change results from growth of the Carpool Parking program, and the demand for increased services.

An informational interview was conducted with the supervisor and incumbent, and at that time they compared the subject duties and responsibilities to those of Position #023259, Research and Evaluation Assistant, also located within the Commuter Services section.

Scope of Review:

This review consisted of an analysis and evaluation of the subject position by Gail Thompson, a Classification Analyst assigned to Team B. This review consisted of the following:

- ◆ the Position Description Questionnaire (PDQ) dated February 4, 1997;
- ◆ comparative review of class specifications within the Research and Evaluation and Administrative Support class series;
- ◆ comparison to similar positions;
- ◆ an interview with position incumbent and supervisor;
- ◆ review of the organizational unit affecting the subject position;
- ◆ position history records and related classification files.

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

Summary of Work

The essential purpose of this position is to oversee the day-to-day activities of the Carpool Parking Program. Primary duties include:

Programmatic Functions (20%)

- monitoring and enforcing public rules and regulations concerning carpool and private building parking spaces;
- analyzing, evaluating and recommending changes to program policies and procedures;
- conducting field studies regarding new carpool sites by corresponding with and providing program benefit information to businesses surrounding identified sites;
- coordinating with other departments and contractors to provide convenient alternative parking during constructions and routine maintenance projects;
- occasionally, issuing parking citations to carpool violators (*incumbents respond to calls from parking attendants, the public or other car-poolers regarding incorrect use of parking space, i.e., single member in a carpool, parking in wrong area, littering, etc.*) -- a Special Police Commission is required to issue parking citations.

Administrative (80%)

- reviewing carpool parking permit applications for completeness and accuracy to determine program eligibility;
- maintaining a comprehensive database;
- recommending and implementing changes to a variety of reports (certification summaries);
- monitoring program revenue, preparing accounting reports (*quarterly & annually*) and forecasting revenue;
- responding to inquiries and providing assistance to participants;
- distributing brochures; occasionally making presentations and participating in transportation fairs;
- periodically, evaluating program goals, participation and utilization of parking resources.

Analysis

To appropriately classify the subject position, a comparison was made of classification specifications within the class series of Administrative Support Assistant and Research & Evaluation Assistant to the duties and responsibilities characterized in the PDQ submitted for review.

Administrative Support

Positions in this class perform support tasks, or specialized tasks to support a specific function or program such as answering calls and receiving visitors, providing routine information regarding department's policies and procedures regarding various programs; compiling statistical data and preparing routine reports; collecting fee; and validating forms requiring limited interpretation of information. Contacts are primarily within the department and with the public regarding routine matters. This class consists of six levels and they are distinguished from one another by their respective degrees of difficulty, responsibility, accuracy required and types and nature of contacts.

Research and Evaluation Assistant

Positions in this class perform moderately difficult research, statistical or program evaluation analysis. Tasks include collecting, preparing and analyzing data from various programs/components and producing scheduled and as-needed reports in narrative or spreadsheets. This is a single level class.

I also reviewed Position file #023259, and found that it was last reviewed in October 1993, and at that time allocated to the title of Research and Evaluation Assistant. Work consisted of: collecting and analyzing data, and making recommendations regarding buildings and major institutions meeting their Transportation Management Program goals. A PDQ, recently submitted for Position #023259 (*August 1997*) was also reviewed and showed this position to be responsible for developing, preparing and negotiating scope of work, service agreements and amendments with building developers, owners and major institutions; reviewing impending legislation and preparing briefing materials; reviewing performance for compliance; and creating and maintaining a database.

My review of the above descriptions of work revealed:

- 1) that the work characterized in the Research & Evaluation Assistant class specification differs from that of the subject position in that the former is responsible for researching, collecting, analyzing and evaluating verbal and statistical data to prepare reports and studies.
- 2) that Position #023259 (*Research and Evaluation Assistant*) monitors and evaluates carpool parking service agreements and amendments for parking spaces, all of which are site specific; and works closely with a variety of building developers, owners and major institutions to independently determine compliance and to resolve issues.

- 3) that while the subject position performs some of the research and data collection activities (20%) identified in the Research and Evaluation Assistant class specification, the preponderance of duties (80%), are consistent with those characterized within the Administrative Support class series.

Having found that the Administrative Support class series is the most relevant family of titles, what remains is to determine the appropriate classification level. For purposes of this review, the senior (*Administrative Specialist II*) and advanced (*Administrative Specialist III*) levels were chosen. These levels are distinguished from one another by their respective degrees of difficulty, responsibility, accuracy required and the types and natures of contacts.

Positions assigned to the senior level perform the full range of administrative support functions for high level management or specialized tasks in support of a special function or program. Assignments are completed independently with minimal guidance and some work assignments require handling complicated tasks where the cost of correcting errors would be substantial in either time or money.

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

In the PDQ submitted for review, departmental management states, there has been a significant increase in the level of responsibility and independence given to the subject position. This change results from growth of the Carpool Parking program, and the demand for increased services. The subject position, along with two other positions (*#023598 and 023259*) in the unit have been assigned a broader scope of responsibilities as a result of the growth and administering State law and City ordinances ensuring from the Commuter Trip Reduction Law.

I found that the overall level, scope and range of duties and responsibilities assigned to the subject position have expanded. The subject position is no longer required to *essentially* provide administrative support or specialized tasks in support of a special function or program (*Administrative Specialist II duties*), but is also required to perform highly complex and diverse specialized program support activities (*Administrative Specialist III duties*) such as *monitoring and enforcing rules and regulations; conducting field studies; evaluating program goals; analyzing, evaluating and recommending changes to program policies and procedures; issuing parking citations; and arranging alternative parking for participants during*

constructions projects. These are expectations typical at the Administrative Specialist III level.

Based on the above review, it is clear that the subject position does not perform work typically associated with that of Research and Evaluation Assistant (*research and evaluation analysis*), but rather work that is administrative in nature. Position #018618 should, therefore, remain in the Administrative Support family of titles.

Costing

If this recommendation is implemented and placed on the 1998 First Quarter Ordinance, the current and retroactive cost would be \$3,711.50. The ongoing annual cost for this action would be \$2,969.20.

Recommendation

The Administrative Specialist III level recognizes the programmatic nature of the job (20%), as well as the predominant administrative duties (80%). It is therefore, recommended that Position #018618 be allocated to the title of Administrative Specialist III. This action should become effective, February 4, 1997, the date the PDQ was signed.

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/98
Department: Transportation
Report Number: 97-1391C
Effective Date: 2/4/97

| 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 1998 Rate |
|----------------------------|---|---|--|---|---|---------------|-------------------|------------------------|
| | Administrative Specialist III - BU (Range: 24.5B) | \$ 16.88 | Administrative Specialist II - BU (Range: 22.5B) | \$ 15.66 | \$ 1.22 | 4 | \$849.12 | \$2,547.36 |
| | | \$ 16.88 | | \$ 15.66 | \$ 1.22 | 11 | \$2,335.08 | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Subtotal | | | | | | | \$3,184.20 | \$2,547.36 |
| Plus 16.56% for Benefits | | | | | | | \$527.30 | \$421.84 |
| Cost Estimate Per Position | | | | | | | \$3,711.50 | \$2,969.20 |
| Number of Positions | | | | | | | 1 | 1 |
| Total Cost Estimate | | | | | | | \$3,711.50 | \$2,969.20 |

CITY OF SEATTLE
EXECUTIVE SERVICES DEPARTMENT



CLASSIFICATION DETERMINATION REPORT

Date: 12/11/97

Report No.: 97-1392

POSITION IDENTIFICATION

Department: Seattle Transportation
Classification Title: Civil Engineering Specialist, Asst. I used ILO as Asst. Pers. Spec.
Ordinance Title: Civil Engineering Specialist, Asst. I used ILO as Asst. Pers. Spec.
Position Number: 023366
Bargaining Unit: 004 Current Salary: \$16.27 - \$18.92 (Range: 27.5)

RECOMMENDED ACTION

Classification Title: Assistant Personnel Specialist
Ordinance Title: Assistant Personnel Specialist
Legislation Required: Yes
Bargaining Unit: 030 Recommended Salary: \$14.77-\$17.22 (Range:25.0)
Remarks: See next page for pertinent allocation information

INCUMBENT STATUS

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

Recommended: Team B *BDS* Classification/Compensation Analyst(s)

Approved: Edie Jorgensen *EJ* Classification/Compensation Supervisor

Lidia Santiesteban *LS* Classification/Compensation Director

Sarah Welch *SW* Personnel Director

Source of Request and Position Identification:

This position was reviewed as a result of a request from the Seattle Transportation Department (SEATRAN), Human Resources Office.

Position History:

Detailed historical data of the position can be accessed via the Personnel Division's Records Unit. This position was created in 1990 by Ordinance #115278 as a Field Engineering Specialist, Assistant I. It was later re-titled to Civil Engineering Specialist, Assistant. The incumbent has been in the position as an Assistant Personnel Specialist since June 30, 1993.

Scope of Review:

This review was conducted by Carl Swanson, Classification Analyst assigned to Team B. The review of the subject position included analysis of the following:

- ◆ the Position Description Questionnaire (PDQ) submitted for this review;
- ◆ Team B's review/analysis of subject position information;
- ◆ comparison to similar positions;
- ◆ class specifications for the subject class and other classes used for comparison;
- ◆ 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 administer the benefits program for SEATRAN. Duties include:

- calculating medical/dental bills and authorizing interfund transfers;
- reconciling year end accounts;
- conducting new employee orientation;
- advising management on policies, procedures and guidelines;
- researching and advising management on labor issues as they pertain to leaves of absence and disciplinary/corrective action;
- implementing policies and procedures at the department level;
- managing all leaves of absence;
- monitoring and tracking disciplinary actions;
- coordinating with team members in the implementation of new department policies and regulations such as Violence in the Workplace;
- working on the diversity committee;
- and facilitating staff meetings.

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:

class concepts:

ASSISTANT PERSONNEL SPECIALIST

Positions in this class perform substantive clerical and paraprofessional tasks in support of a department's personnel management operations, including coordinating, scheduling and participating in employee interviews, orientations and related activities and processing a variety of personnel transaction documents.

This class can be distinguished from professional personnel titles by its responsibility for a large volume of specialized and complex clerical support duties associated with a department's personnel functions. It is distinguished from other personnel related paraprofessional titles by the absence of specialization in a central agency personnel function, such as examination development or classification. It differs from clerical series titles because of its responsibility for a limited range of technical tasks normally associated with personnel management functions, such as coordinating and participating in employee selection processes, disciplinary procedures, performance evaluation systems management and benefits administration.

This PDQ is the first job description which has been submitted for the personnel work of this position. Other material in the position file relates only to Civil Engineering Specialist, Assistant. Therefore it is not possible to compare these latest duties to any earlier duty statements relating to personnel work.

Comparisons to the class specification and to related positions reveals that this position is appropriately classified as Assistant Personnel Specialist. The work of benefits administration at this level is provided for in the class specification as noted above. This position meets the intent of that class in its responsibility for a limited range of technical task such as disciplinary procedures and benefits administration. It further meets the intent of this class in processing employee benefits selections, billings and related correspondence and reports. Finally, the work detailed above and in the PDQ is also performed in other City agencies by Assistant Personnel Specialists. The work assignments described in the PDQ are those of paraprofessional personnel work represented by the Assistant Personnel Specialist class.

Recommendation:

Based on the duties and responsibilities assigned, we recommend that this position be reclassified to Assistant Personnel Specialist, effective August 19, 1996, the date the PDQ was signed. Since the original class/title is a higher salary grade than the new class/title, there is no net cost to the department for this action.



CLASSIFICATION DETERMINATION REPORT

Date: November 26, 1997

Report No.: 97-1393

POSITION IDENTIFICATION

Department: Transportation
Classification Title: Research and Evaluation Assistant
Ordinance Title: Research and Evaluation Assistant
Position Number: 023259
Bargaining Unit: 030 Current Salary: \$16.27 - 18.92 (Range: 27.5A)

RECOMMENDED ACTION

Classification Title: Assistant Transportation Planner
Ordinance Title: Assistant Transportation Planner
Legislation Required: Yes
Bargaining Unit: 030 Recommended Salary: \$18.21 - 19.65 (Range: 28.5C)
Remarks: See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:
Current Standing: Research and Evaluation Assistant
Recommended Standing: Assistant Transportation Planner
In recommended standing, incumbent status is:
 Regular Probationary Temporary
Authority: Personnel Rule
 2.3100 2.3.200 2.3.300
Remarks:

Recommended: Team B *JH/DS* Classification Analyst(s)

Approved: Edie Jorgensen Classification Supervisor

Lidia Santiesteban *JPS* Classification/Compensation Director

Sarah Welch *SW* Personnel Director

Source of Request and Position Identification

Position #023259 is being reviewed as a result of a request filed by the Transportation Department on August 13, 1997. This position is located in the Commuter Services Section within the Transportation Department. The Commuter Services Section is responsible for administering various programs whose overall purpose is to reduce congestion and pollution by eliminating commuter trips of single occupant vehicles.

Scope of Review:

This review was conducted by Gail Thompson, a Classification Analyst assigned to Team B. This review consisted of an analysis and evaluation of the following:

- ◆ the Position Description Questionnaire (PDQ) dated February 5, 1997;
- ◆ class specifications within the Research and Evaluation Assistant and Transportation Planner class series;
- ◆ comparison to similar positions;
- ◆ an interview with position incumbent and supervisor;
- ◆ organizational unit affecting the subject position;
- ◆ position history records and related classification files.

Background:

In an informational interview, the supervisor of the subject position stated that the scope of work and activities associated with implementing and monitoring the City's Transportation Management Plans program have expanded beyond levels originally anticipated, and accordingly, this position has been assigned a broader scope of responsibility

Summary of Work

The primary duties of the subject position as reported on the PDQ are: monitoring and inspecting site specific Transportation Management Program plans (100) to ensure program compliance (*i.e., program implementation, marketing, achievements of required benchmarks*) and physical elements are in place (*i.e., bicycle racks, carpools stalls, signs, commuter information, etc.*) per agreement.

Specific duties include:

Programmatic (65%)

- ⇒ developing, preparing and negotiating scope of service agreements and amendments with building developers, owners and major institutions;
- ⇒ reviewing impending legislation and preparing briefing materials;
- ⇒ inspecting sites (100) for compliance and recommending to management and Department of Construction and Land Use the need to serve notice of violation, when appropriate;
- ⇒ preparing narrative and statistical reports;
- ⇒ making promotional presentations.

Research and Evaluation (20%)

- ⇒ conducting research and analysis on specific design projects;
- ⇒ developing design parameters, including statistical methodology and cost-benefit analysis of traffic diverters, parking usage and survey designs.

Administrative (15%)

- ⇒ creating and maintaining a comprehensive database.

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

Class specifications within the Research and Evaluation Assistant and Transportation Planner class series were chosen for this review. The work of the above mentioned series is characterized as follows:

Research and Evaluation Assistant

Positions in this class perform moderately difficult research, statistical or program evaluation analysis. Tasks include: collecting, preparing and analyzing data from various programs/components and producing scheduled and as-needed reports in narrative or spreadsheets. This is a stand alone class.

Transportation Planner

Positions in this class conduct transportation planning studies to address transportation problems and projects, recommend policies and solutions, and write reports and present project findings. This is a three level class series.

Analysis

The above review revealed, that the body of work performed by the subject position is no longer that of Research and Evaluation Assistant, but rather that of Transportation Planner.

There are three levels within the Transportation Planner class and they are distinguished from one another by the size, complexity and sensitivity of assigned projects. The assistant and associate levels were chosen for purposes of this review. The work is defined as follows:

The **Assistant** Transportation Planner is the entry-level class which performs defined traffic, accident or transportation research, analysis and planning activities and provides technical assistance to other professional staff. Duties include: collecting, studying, and analyzing data; setting up, maintaining and updating database transportation data; writing reports; and preparing and making presentations.

The **Associate** Transportation Planner is a journey-level class which performs the full range of transportation planning and research activities. Duties include: planning, designing and implementing physical improvements along city streets to facilitate travel; creating models; reviewing proposed developments for transportation impacts; and coordinating work efforts with other departments and regional planning agencies. It is distinguished from the former by its planning and research activities which entail more involved and extensive studies and activities.

According to departmental management, the subject position's duties and responsibilities have increased to the point that they are no longer adequately described by the Research and Evaluation class. This change resulted from the growth of the Commuter Service Program and the demand for increased services.

The overall level, scope and range of duties and responsibilities have expanded, and the essential purpose of the subject position is no longer that of collecting, analyzing and evaluating data, but the work has evolved to that of overseeing the day-to-day activities of a **defined** program area, including gathering and analyzing information, investigating trouble spots, formulating recommendations and providing technical assistance to other professional staff (*Senior Transportation Planner*).

Costing

If this recommendation is implemented and placed on the 1998 First Quarter Ordinance, the current and retroactive cost would be \$2,220.82. The ongoing annual cost for this action would be \$1,776.65.

Recommendation:

It is therefore, recommended that Position #023259 be reclassified to the title of Associate Transportation Planner. This action should become effective February 5, 1997, the date the PDQ was signed.



CLASSIFICATION DETERMINATION REPORT

Date: January 15, 1998 Report No.: 97-1398

POSITION IDENTIFICATION

Department: Transportation
Classification Title: Civil Engineer, Associate ilo Traffic Control Supervisor, Assistant
Ordinance Title: Civil Engineer, Associate ilo Traffic Control Supervisor, Assistant
Position Number: 015788
Bargaining Unit: 076 Current Salary: \$27.68 - 28.76 (Range: N/A)

RECOMMENDED ACTION

Classification Title: Civil Engineer, Senior
Ordinance Title: Civil Engineer, Senior
Legislation Required: Yes
Bargaining Unit: 032 Recommended Salary: \$25.00 - 29.10 (Range: N/A)
Remarks: See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:
Current Standing: Civil Engineer, Associate ilo Traffic Control Supervisor, Assistant
Recommended Standing: Civil Engineer, Senior
In recommended standing, incumbent status is:
 Regular Probationary Temporary
 2.3100 2.3.200 2.3.300

Remarks:

Recommended: Team B *JCS* Classification Analyst(s)

Approved: Edie Jorgensen *EJ* Classification Supervisor

Lidia Santiesteban *JS* Classification/Compensation Director

Sarah Welch *SW* Personnel Director

POSITION IDENTIFICATION AND SOURCE OF REQUEST

Position #015788 was reviewed as a result of departmental request. This position is located in the Traffic Signal Operations Unit, which is responsible for traffic operations related to electrical control devices, including traffic signals, beacons, closed circuit televisions, detection, simulations, computerized systems and programming.

SCOPE OF REVIEW

This review was conducted by Gail Thompson, a Classification Analyst assigned to Team B. The review consisted of an analysis and evaluation of the following:

- ◆ the Position Description Questionnaire (PDQ) dated February 28, 1997;
- ◆ comparisons of class specifications in the Civil Engineer class series, and the position file of Traffic Control Supervisor, Assistant;
- ◆ comparison to similar positions;
- ◆ review of the organization unit affecting the subject position;
- ◆ position history records and related classification files.

BACKGROUND

This Traffic Control Supervisor, Assistant position has been filled in-lieu of (ilo) as an Associate Civil Engineer since January 15, 1997. According to the PDQ, the need for highly technical expertise in the areas of traffic control and communication systems has caused the work of the subject position to evolve from that of Traffic Control Supervisor, Assistant to that of Senior Civil Engineer. The PDQ also states that the work previously assigned to the Traffic Control Supervisor, Assistant has been dispersed to other positions within the unit, including the ilo Associate Civil Engineer position. The Department is requesting that the subject position be reclassified to the title of Senior Civil Engineer.

SUMMARY OF WORK

The primary purpose of this position is to serve as technical expert/lead on highly visible, multi-agency projects. It is essentially responsible for revitalizing and making better use of current systems, and for maintaining systems at the 'cutting edge' of technology, including recommending fundamental changes in specifications, maintenance and operation of equipment; technology advances necessary to make major changes in equipment; and adopting national communication protocols.

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

ANALYSIS

The class series of Civil Engineer and Traffic Control Supervisor, Assistant were chosen for review. The work of these classes is characterized as:

Civil Engineer

Positions perform professional civil engineering work in the planning, design, construction, operation and maintenance of public works, utilities and services projects.

Traffic Control Supervisor, Assistant

Positions supervise the work of subordinate staff maintaining and constructing electrical traffic control devices (*this is a single position class*).

The above review indicated that the duties and responsibilities characterized in the PDQ submitted, most closely resembles those described in the Civil Engineer class series. Having determined that the Civil Engineer class series is the closest family of titles, what remains is to determine the appropriate level. This class consists of four levels and they are distinguished from one another by their respective degrees of work difficulty and responsibility. For this review the associate and senior levels were chosen.

The Associate Civil Engineer serves as project engineers on public work, utility and service projects. Tasks include: supervising a group of engineers and specialist in the preparation of preliminary and long range plans, preparing estimates and budgets; detailing final construction plans, specifications, special conditions and agreements; coordinating and reviewing 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 the responsibility for carrying out difficult special projects as assigned.

The Senior level is distinguished from the Associate level by its supervisory duties and/or performance of senior-level professional civil engineering work in the planning, design, construction, operation and maintenance of municipal public works, utilities and service projects. Positions at this level require a Professional Engineer's license.

The subject position does not have any direct subordinates, but is responsible for making independent decisions regarding the technical aspects of complex, major public work projects; for being the project lead, for resolving high level, difficult issues that involve outside agencies and executive management. It is also considered the project manager for the Traffic Signal Operation Project. Projects

include several design specialties related to the planning, design, construction, and operations of traffic signals, automatic vehicle identification systems, computerized traffic management systems, and video detection and surveillance systems.

RECOMMENDATION

The above review indicates that the overall duties and responsibilities described in the PDQ submitted, are consistent with those outlined on Class Specification #7004505/Senior Civil Engineer. It is therefore recommended that this position be reclassified to title of Senior Civil Engineer. This action should become effective February 28, 1997, the date the PDQ was signed.

COSTING

If implemented on the 1998 First Quarter Ordinance, the maximum estimated cost of implementing this action would be \$1,034.35. This figure includes any current and retroactive (*if applicable*) cost for this action. The ongoing annual cost for this action would be \$827.48. The calculations are based on the difference between the top step of the current and the recommended salary range and includes statutory benefits (*FICA, etc.*). The actual amount payable to any affected employee will vary.



CLASSIFICATION DETERMINATION REPORT

Date: January 7, 1998

Report No.: 97-1489

POSITION IDENTIFICATION

Department: Transportation
Classification Title: Accounting Technician I
Ordinance Title: Accounting Technician I
Position Number: 008868
Bargaining Unit: 035 Current Salary: \$13.01-14.51 (Range: 20.5B)

RECOMMENDED ACTION

Classification Title: Accounting Technician II
Ordinance Title: Accounting Technician II
Legislation Required: Yes
Bargaining Unit: 035 Recommended Salary: \$14.00-15.66 (Range: 22.5B)
Remarks: *Effective June 21, 1994 - December 31, 1996*

INCUMBENT STATUS

Incumbent:
Current Standing: Accounting Technician I
Recommended Standing: Accounting Technician II
In recommended standing, incumbent status is:
 Regular Probationary Temporary
Authority: Personnel Rule
 2.3.100 2.3.200 2.3.300

Remarks: *Incumbent assigned to pocket June 21, 1994 through December 31, 1996*
Per Article IX, Section 9.7(b2) of the Local 17 Bargaining Agreement.

Recommended:

Team B *[Signature]*

Classification Analyst(s)

Approved:

Edie Jorgensen *[Signature]*

Classification Supervisor

Lidia Santiesteban *[Signature]*

Classification/Compensation Director

Sarah Welch *[Signature]*

Personnel Director

POSITION IDENTIFICATION AND SOURCE OF REQUEST

Position # 008868 is located in the Accounting Division within the Transportation Department. This position was reviewed as a result of a departmental request.

Scope of Review:

This review was conducted by Gail Thompson, a Classification Analyst assigned to Team B. This review consisted of an analysis and evaluation of the following:

- ◆ the Position Description Questionnaire (PDQ) dated June 21, 1994;
- ◆ comparisons of class specifications in the Accounting Technician class series;
- ◆ a telephone conversation with the position supervisor;
- ◆ comparison to similar positions;
- ◆ review of the organization unit affecting the subject position;
- ◆ position history records and related classification files.

Background

Management states, in a letter accompanying this request, that 1) Position 008868 was abrogated in the 1997 Budget; 2) that at the time of abrogation it was no longer performing the work of an Accounting Technician I, but rather that of an Accounting Technician II; and 3) the effective date of the reclassification should be June 21, 1994.

Summary of Work

The subject position spent approximately 90% of its time performing accounting functions related to City street repair, customer billing and other customer related projects. Tasks included: calculating repair cost, preparing journal entries; reconciling accounts; verifying work order and administering the guaranty deposit account. The remaining 10% was spent preparing promissory notes and arranging for the collection of third-party payments for damaged City property.

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

Analysis

The body of work assigned to the subject position was compared with that of class specifications within the City's current classification system. This comparison revealed that the most relevant class series is that of Accounting Technician. Positions within this class series are responsible for providing a variety of routine and defined accounting support activities associated with the maintenance and updating of a set of accounting records. The Accounting Technician series consists of five levels and they differ from one another by their respective degrees of work difficulty and responsibility.

For this review, the Accounting Technician I (*journey*) and Accounting Technician II (*senior*) levels were chosen. The journey level differs from the senior in that the former assignments typically involve maintaining and carrying out **one or more segments** of a complete set of accounts or accounting records. Whereas, work assigned to the latter (*senior*) entails **independently** performing the **full range** of multiple, complex and responsible accounting support tasks, such as independently processing invoices, posting accounts, reconciling ledger transactions and discrepancies, preparing and reviewing account transactions and customer billings.

In a telephone discussion with the position's supervisor, it was explained that the subject position is expected to work independently, while performing the full range of duties associated with maintaining and administering the billing, deposit and third-party accounts. Tasks include:

- 1) third party - preparing promissory notes, making arrangements for and collecting payments; processing and forwarding documentation to the Law Department for collections as needed.
- 2) guaranty accounts - calculating, posting, reconciling and tracking accounts; releasing funds to inspectors as needed; refunding account balance to customer.
- 3) billing - calculating cost of repair of project, including taxable and non-taxable items, invoicing customers, and preparing reports.

Through this review we determined that these duties and responsibilities are typical of those assigned to Accounting Technician II positions within the department and throughout the City.

Recommendation

It is therefore recommended that Position 008868, be reclassified to the title of **Accounting Technician II**. This action should become effective June 21, 1994, the date determined by departmental management.

Costing

If implemented on the 1998 First Quarter Ordinance, the maximum estimated cost of implementing this action would be \$9,668.16. This figure includes any current and retroactive (*if applicable*) cost for this action. The ongoing annual cost for this action would be \$2,798.84. The calculations are based on the difference between the top step of the current and the recommended salary range and includes statutory benefits (*FICA, etc.*). The actual amount payable to any affected employee will vary.

Note: There are no future cost associated with this position, as it was abrogated in the 1997 Budget.

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/98
 Department: Transportation

Report Number: 97-1489
 Effective Date: 6/21/94

| 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 1998 Rate |
|----------------------------|----------------------------------|---|---------------------------------|---|---|---------------|--------------------|------------------------|
| | Accounting Technician II (22.5B) | \$ 15.66 | Accounting Technician I (20.5B) | \$ 14.51 | \$ 1.15 | 4 | \$800.40 | \$2,401.20 |
| Current Year Ends 12/31/98 | | \$ 15.66 | | \$ 14.51 | \$ 1.15 | 12 | \$2,401.20 | |
| Previous Year: 1997 | | | | | | | | |
| Previous Year: 1996 | | \$ 15.26 | | \$ 14.14 | \$ 1.12 | 12 | \$2,338.56 | |
| Previous Year: 1995 | | \$ 14.83 | | \$ 13.74 | \$ 1.09 | 12 | \$2,275.92 | |
| Previous Year: 1994 | | \$ 14.33 | | \$ 13.28 | \$ 1.05 | 7 | \$1,278.90 | |
| Subtotal | | | | | | | \$9,094.98 | \$2,401.20 |
| Plus 16.56% for Benefits | | | | | | | \$1,506.13 | \$397.64 |
| Cost Estimate Per Position | | | | | | | \$10,601.11 | \$2,798.84 |
| Number of Positions | | | | | | 1 | | 1 |
| Total Cost Estimate | | | | | | | \$10,601.11 | \$2,798.84 |

CITY OF SEATTLE
EXECUTIVE SERVICES DEPARTMENT



CLASSIFICATION DETERMINATION REPORT

Date: 01/22/98

Report No.: 98-1638

POSITION IDENTIFICATION

Department: Seattle Transportation (SEATRAN)
Classification Title: Accounting Technician
Ordinance Title: Accounting Technician II - BU
Position Number: 007878
Bargaining Unit: 035 Current Salary: \$14.00 - \$15.66 (Range: 22.5B)

RECOMMENDED ACTION

Classification Title: Signal Electrician
Ordinance Title: Signal Electrician
Legislation Required: Yes
Bargaining Unit: 078 Recommended Salary: \$24.04 (Range: N/A)
Remarks

INCUMBENT STATUS

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

Recommended: Team B *BCS* Classification/Compensation Analyst(s)

Approved: Edie Jorgensen *Edie Jorgensen* Classification/Compensation Supervisor

Lidia Santiesteban *Lidia Santiesteban* Classification/Compensation Director

Sarah Welch *Sarah Welch* Personnel Director

Source of Request and Position Identification:

This position was reviewed as a result of a request from the Seattle Transportation Department (SEATRAN). The request is to correct the title from Accounting Technician II to Signal Electrician. An updated PDQ, not signed by the incumbent, and noted by the supervisor as a "clean up", has been submitted.

Position History:

Detailed historical data of the position can be accessed via the Personnel Division's Records Unit. This position was created in 1957 as a Traffic Signal Serviceman. In 1958 the title was changed to Signal Electrician. Apparently as part of the Classification Project, the title was erroneously changed to Accounting Technician II (Report 4000004), effective January 2, 1991. It should be noted that the incumbent's status was never changed by his department. This report corrects the 1991 action and returns the position to the appropriate title of Signal Electrician.

Scope of Review:

This review was conducted by Carl Swanson, Classification Analyst assigned to Team B. The review of the subject position included analysis of the following:

- ◆ the Position Description Questionnaire (PDQ) submitted for this review;
- ◆ Team B's review/analysis of subject position information;
- ◆ comparison to similar positions;
- ◆ class specifications for the subject class and other classes used for comparison;
- ◆ 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 install, repair, test and maintain electrical traffic control devices and related systems including signal circuits and system controls.

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 duties described in the PDQ clearly continue to support the classification of Signal Electrician.

Recommendation:

Based on the duties and responsibilities assigned, we recommend that this position be retitled from Accounting Technician II to Signal Electrician, effective January 3, 1991.

Costing

The department has indicated that it has sufficient funds to cover the correcting title change. The incumbent has, in fact, been paid continuously as a Signal Electrician since being appointed to this position in 1988.



Memorandum

DATE: 02/09/98

Report No.: 98-1666

TO: Sarah Welch, Personnel Director
via Lidia Santiesteban, Classification/Compensation Director
via Edie Jorgensen, Personnel Analyst Supervisor

FROM: Susie Hansen Farrell

SUBJECT: Settlement Agreement/Position #018761/Report #96-1104

Report #96-1104, finalized on August 22, 1997, reclassified position number 018761 from Warehouse Supervisor to Bridge Operations Crew Chief. This position of Warehouse Supervisor was being used by the department in an "in lieu of" capacity to effect an appointment for Joann McGovern to the title of Bridge and Subway Foreman, Senior. However, when SeaTran was notified of the determination, they chose to appeal this decision. To settle the issue, they request we implement their agreement with the Human Rights Department. SeaTran entered into this agreement without the review and concurrence of the Personnel Director on a situation affecting the appropriate classification title for the body of work. The agreement guarantees the incumbent in position number 018761 appointment to the title of Senior Bridge and Subway Crew Chief effective January 1, 1992. (Note: On November 30, 1995, the Classification Project changed the title of Bridge and Subway Foreman, Senior to Bridge Operations General Supervisor effective January 2, 1991. The salary remains unchanged.) Because of the wholesale title change, we will utilize the new title rather than the obsolete title from the 1992 agreement.

Since the agreement between HRD and SeaTran is a commitment made on behalf of the City, even though it was not concurred through review by the Personnel Director, it is fitting that the agreement be upheld with respect to the incumbent, Joann McGovern, but only as long as she remains in position number 018761. Thus, it is our recommendation that position number 018761 be classified as Bridge Operations General Supervisor in order to implement this settlement agreement. Once the position is vacated, the position shall revert to the Bridge Operations Crew Chief title as recommended in Report #96-1104. It is the responsibility of SeaTran to notify the Personnel Director when this occurs. If, however, the duties change at any time during the incumbent's tenure, the position will be reviewed for appropriate classification at the department's request and the position title and employee status will be in accordance with that determination.

Approved: Sarah Welch
Sarah Welch, Personnel Director

3/5/98
Date

SHF:s
Attachment

SECTION 2

City of Seattle Executive Services Department
Personnel Division
Memorandum

DHHS



DATE: 2/9/98

TO: Sarah Welch, Personnel Director

VIA: Lidia Santiesteban, Class/Comp Director
Edie Jorgensen, Personnel Analyst Supervisor

FROM: Jimmy Wood, Senior Personnel Analyst

SUBJECT: Salary Review- Assistant Finance Analyst Salary Report #971487

This report was prepared in conjunction with Classification Determination Report #971349 and the development of Class Specification # 2003503- Assistant Finance Analyst.

BACKGROUND

The merger of the former Department of Community Development with the Department of Housing and Human Services, combined with the implementation of SFMS, increased numbers of grants and locally-funded programs, the introduction of more detailed/stringent fund source regulations, complex transactions/procedures and sophisticated reporting requirements, have impacted the work of certain Accounting Technician IIs and Finance Analysts within DHHS. Closer management of diminishing and shifting fund sources as a result of changes at the Federal, State and Local levels have also created more demand from program management for sophisticated financial reporting, forecasting and resource management by the department's Finance Analysts.

To accommodate this increased workload and reporting requirements, aspects of the Finance Analysts' work, which were either not performed and/or are of the more routine nature, were assumed by the Accounting Technician II positions. This transfer of work has enabled the Finance Analysts to perform the more sophisticated financial forecasting and management.

The subject Accounting Technician IIs are performing tasks beyond those characterized within the accounting technician support series, i.e., accounting support tasks and maintenance activities of an assigned accounting area or set of records such as payroll, AR/AP, purchasing or other accounting function. The positions are responsible for performing both technical accounting support and paraprofessional tasks to assist the professional Finance Analysts in various budgetary and financial support functions including the preparation and defense of a budget and budget components of grant applications; financial management or fiscal/budgetary control of operating budgets and/or grants; analysis of financial issues; and preparation of financial reports, expenditure and status reports and fund source invoicing. The creation of the Assistant

Finance Analyst classification was as a result of the introduction of these paraprofessional financial analysis support tasks.

ANALYSIS

Comparisons can be made between the subject Assistant Finance Analyst class and other classes who provide support to professional titles. These classifications perform technical and paraprofessional tasks which represent a less complex, limited range of the technical tasks normally associated with the professional classification. This supportive role requires less training/and or experience than normally required for the professional status.

| | |
|---------------------------------|-------------|
| Personnel Analyst | Range 33.0A |
| Personnel Analyst, Assistant | Range 27.0A |
| Personnel Specialist | Range 31.0A |
| Personnel Specialist, Assistant | Range 25.0A |
| Building Plans Examiner | Range 35.0A |
| Building Plans Examiner, Asst. | Range 29.0A |

The above titles represent a comparison between the journey level of a professional class series and the title which provides it technical/paraprofessional support. The percent differential between the journey and paraprofessional titles is 25.8%

RECRUITMENT AND RETENTION

Recruitment and retention statistics are not applicable for purposes of this review. The current title of Accounting Technician II is not being reviewed for salary purposes, rather a classification recognizing a new body of work has been created which is not affected by the aforementioned recruitment and retention issues.

MARKET SURVEY

An external market survey was also conducted for the subject Assistant Finance Analyst classification.

Nine public section employers in the local market were solicited for participation. Seven responded and provided class specifications for their positions when available.

The results of the survey are as follows:

| | MIN | M/P | MAX |
|---|---------|---------|---------|
| City of Seattle (proposed) Assistant Finance Analyst | \$15.94 | \$17.22 | \$18.55 |

| | | | |
|-----------------------------|---------|---------|---------|
| 1) Port of Seattle | \$16.64 | \$20.80 | \$24.96 |
| Associate Financial Analyst | -4.4% | -20.8% | -35.6% |

This is an entry level professional requiring a degree. The workweek consists of 37.5 hrs. No class spec was provided.

| | | | |
|-------------------|---------|---------|---------|
| 2) City of Renton | \$14.79 | \$16.34 | \$18.03 |
| Finance Analyst I | +7.2% | +5.1% | +2.8% |

An entry level classification with responsibility for research and support duties such as gathering and distributing information and preparing statistical and financial schedules and tables. Requires two years college level coursework in accounting and three years experience in accounting, budgeting and finance.

| | | | |
|----------------------------|---------|---------|---------|
| 3) City of Everett | \$15.93 | \$18.53 | \$21.12 |
| Administrative Assistant I | +0.06% | -7.6% | -13.9% |

The Administrative Assistant I classification applies to several positions and a variety of job duties. No spec was provided.

| | | | |
|--------------------------|---------|---------|---------|
| 4) City of Bellevue | \$16.92 | \$19.96 | \$22.55 |
| Accounting Associate III | -6.1% | -15.9% | -21.6% |

This is a very technical, para-professional classification generally accountable for difficult fiscal system record keeping and reporting requiring an in-depth technical understanding of the City's reporting and accounting structure and analytical skills. An Associates Degree in accounting and extensive experience as a full-charge bookkeeper is required.

5) Snohomish County
No Match

| | | | |
|------------------------------|---------|---------|---------|
| 6) Pierce County | \$14.24 | \$16.02 | \$17.80 |
| Grant Accounting Assistant 2 | +10.7% | +7.0 | +4.0% |

This class works 35 hours per week and performs specialized budget and accounting work pertaining to the specialized field of governmental human services grants and contracts requiring three or more years of progressively responsible bookkeeping or closely related work experience.

| | | | |
|-----------------------|---------|---------|---------|
| 7) King County | \$14.59 | \$16.55 | \$18.50 |
| Office Technician III | +8.5% | +3.9 | +0.3% |

February 9, 1998

Page 4

This class works 35 hours per week performs specialized technical and paraprofessional work requiring two years experience in financial accounting or statistical record keeping activities independently perform accounting support tasks.

Snohomish County did not find a match. The Port of Seattle's match was excessively high because it is their entry-level professional title and is better compared with the City's Finance Analyst classification. No spec was provided. The City of Everett's match was also very high and they indicated one position closely matching our title. However, no spec was provided for comparison.

The City of Bellevue was also considerably ahead of our proposed salary range. Their max of \$22.55 per hour is extremely high for a paraprofessional title and only one salary step below the max of our professional Finance Analyst title.

The proposed salary range for the Assistant Finance Analyst was in-line with respondents from the City of Renton, Pierce County and King County. These matches represent our best comparisons in terms of duties and qualifications. A further analysis utilizing the net hourly total compensation methodology was performed against these three jurisdictions to assess the competitiveness of the recommended salary range of 27.0A. The result was that the City of Seattle is 8.85% above the market. See attached spreadsheet for analysis.

It appears the recommended salary range of 27.0A for the Assistant Finance Analyst is quite adequate in light of the above survey data.

RECOMMENDATION

Based upon the relationship between the paraprofessional Finance Analyst, Assistant classification and the journey level professional Finance Analyst class, comparisons with other classes with similar relationships, and market survey data, the following salary range is recommended for the Finance Analyst, Assistant:

| | | | | | |
|-------------|---------|---------|---------|---------|---------|
| Range 27.0A | \$15.94 | \$16.57 | \$17.22 | \$17.86 | \$18.55 |
|-------------|---------|---------|---------|---------|---------|

This action is effective July 8, 1997, which is the date the classification of Assistant Finance Analyst was created.

APPROVED: _____

Sarah Welch
Personnel Director

Date

Sarah Welch 2/20/98

SECTION 3



CLASSIFICATION DETERMINATION REPORT

Date: January 29, 1998 Report No.: 98 -1651

POSITION IDENTIFICATION

Department: Office Of Management & Planning
Classification Title: TBD
Ordinance Title: TBD
Position Number: 025766, 025793, 025794, 025835, 025836
Bargaining Unit: 030 Current Salary: N/A

RECOMMENDED ACTION

Classification Title: Policy and Management Analyst
Ordinance Title: Policy and Management Analyst
Legislation Required: Yes
Bargaining Unit: 030 Recommended Salary: per Policy and Management Analyst broad band placement.
Remarks: Effective date is January 1, 1998.

ANALYSIS AND RECOMMENDATION

Per Ordinance 118572, positions in the Policy and Management Analyst title are in an OMP broad band salary plan. The PDQ describes these positions' function as providing a range of analytical work which fits within this broad band concept (Ord. 118572, Exhibits A and C). We therefore recommend that these positions be allocated to Policy and Management Analyst. These positions are civil service exempt per SMC 4.13.010.

Recommended: Team BBS Classification/Compensation Analyst(s)
Approved: Edie Jorgensen Classification/Compensation Supervisor
Lidia Santiesteban Classification/Compensation Director
Sarah Welch Personnel Director



CLASSIFICATION DETERMINATION REPORT

Date: February 19, 1998 Report No.: 98-1653

POSITION IDENTIFICATION

Department: Legislative
Classification Title: New position
Ordinance Title: TBD (Legislative Analyst was requested)
Position Number: 025831
Bargaining Unit: n/a Current Salary: n/a (Range: n/a)

RECOMMENDED ACTION

Classification Title: Exempt
Ordinance Title: Strategic Advisor - Legislative
Legislation Required: Yes
Bargaining Unit: 030 Recommended Salary: \$44,531 - \$81,967
Remarks: See next page for pertinent allocation information
Budget Cleanup

INCUMBENT STATUS

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

Recommended: Team A *[Signature]* Classification/Compensation Analyst(s)
Approved: Edie Jorgensen *[Signature]* Classification/Compensation Supervisor
Lidia Santiesteban *[Signature]* Classification/Compensation Director
Sarah Welch *[Signature]* Personnel Director

Source of Request and Position Identification:

This position was reviewed as a result of a request from the Legislative Department. Position #025831 was originally submitted as a 1998 budget request without supporting documentation; the information needed to complete the review was received in February. The position will be located in the Legislative Central Staff unit and will perform financial, economic and policy analysis on major, politically sensitive projects having significant impacts on City policies.

Scope of Review:

This review was conducted by Class/Comp Team A, consisting of Irene Ogunyemi and Susie Hansen Farrell. The review of the subject position included analysis of the following:

- ◆ Position Description Questionnaire (PDQ) dated 2/22/88 and submitted for this review;
- ◆ Team A's review/analysis of subject position information;
- ◆ Information provided by the Legislative Department;
- ◆ Review of Ordinance 118850;
- ◆ Comparison to similar positions.

Summary of Work:

The essential purpose of this position is to perform research and analysis in policy, financial and audit areas identified in the City Council work program or at direction of the Council; prepare budget reviews of City departments and recommend changes in expenditures, program levels and fees and charges; and develop financial policies to guide the City's financial activities, develop the Council's major annual policy statement on the budget and design and perform economy and efficiency and program audits.

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:

This position request was submitted as a 1998 budget request; however, no supporting documentation was received to conduct a review. A PDQ was subsequently submitted in February. In the interim, Ordinance 118850 was passed, which changed the ordinance title of Legislative Analyst positions to Strategic Advisor - Legislative and established a new salary band to pay these positions.

The PDQ submitted for this review was for a Legislative Analyst and was dated February 22, 1988. A call to the Legislative Department confirmed that the PDQ still represents the job duties of the position. Therefore, since this position will be expected to perform the same duties that were performed by Legislative Analysts in 1988 (and

are still being performed today) it is appropriate to allocate this new position to the Strategic Advisor - Legislative title, as it has replaced the title of Legislative Analyst and now represents the duties performed by this position.

Recommendation:

As the duties assigned to this position are the same as the duties of the Strategic Advisor - Legislative, we recommend the subject position be allocated to that title effective January 7, 1998, the effective date of Ordinance 118850. From January 1 to January 6, 1998, the position would be allocated to the Legislative Analyst title.



CLASSIFICATION DETERMINATION REPORT

Date: Feb. 12, 1998

Report No.: 98-1654

POSITION IDENTIFICATION

Department: Municipal Court
Classification Title: TBD
Ordinance Title: TBD
Position Number: 025840
Bargaining Unit: 030 Current Salary: N/A

RECOMMENDED ACTION

Classification Title: Finance, Budgeting and Accounting Manager 2
Ordinance Title: Finance, Budgeting and Accounting Manager 2
Legislation Required: Yes
Bargaining Unit: N/A Recommended Salary: \$25.20-\$34.02
Remarks: Copy of MPDQ attached.

INCUMBENT STATUS

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

In recommended standing, incumbent status is:

Regular; Probationary; Temporary.
Authority: Personnel Rule
 2.3.100; 2.3.200; 2.3.300.

| | | |
|--------------|---------------------------------|-----------------------|
| Recommended: | Susie Hansen Farrell <i>SHF</i> | Class/Comp Analyst |
| Approved: | Edie Jorgensen <i>EJ</i> | Class/Comp Supervisor |
| | Lidia Santiesteban <i>LS</i> | Class/Comp Director |
| | Sarah Welch <i>SW</i> | Personnel Director |

SOURCE OF REQUEST

This position was reviewed as a result of a request from the Municipal Court. It is part of the creation of a new unit of the Court authorized by the City Council effective January 1, 1998. The unit will manage Accounts Receivable for the Court and collect delinquent fines and fees, including the administration of contractual collections services.

ANALYSIS AND RECOMMENDATION

Scope of Review: The position was reviewed by a team of class/comp analysts for inclusion in the Managers and Strategic Advisor Program. The point factor analysis yielded 538 points in the Manager point factor system resulting in its allocation to Zone 2. The points for each dimension are listed below.

Point Factor Dimensions:

| Program | Policy | Technical | Budget/ Fiscal | Human Resources | Communications | Matrix |
|---------|--------|-----------|-------------------|--------------------|----------------|--------|
| 87 | 107 | 0 | 93 | 87 | 87 | 40 |

Recommendation:

Based on the duties and responsibilities, we recommend that this position be designated as a Finance, Budget and Accounting Manager 2, effective January 23, 1998.

COSTING

The cost of this position has already been included in the 1998 budget. This action will result in no additional cost to the department.



CLASSIFICATION DETERMINATION REPORT

Date: February 12, 1998 Report No.: 98 -1668

POSITION IDENTIFICATION
Department: Parks and Recreation
Classification Title: TBD
Ordinance Title: TBD
Position Number: 025383
Bargaining Unit: N/A Current Salary: N/A

RECOMMENDED ACTION
Classification Title: Recreation Leader
Ordinance Title: Recreation Leader
Legislation Required: Yes
Bargaining Unit: 027 Recommended Salary: \$10.39-\$16.68 (Range N/A)
Remarks: Effective date is January 1, 1998.

ANALYSIS AND RECOMMENDATION
Per the attached Budget PDQ, position # 025383 (#PRK 376) meets the intent of the Recreation Leader job class. We therefore recommend that this **part-time** (.75 FTE) position be allocated to Recreation Leader.

Recommended: Team BCDS Classification/Compensation Analyst(s)
Approved: Edie Jorgensen Classification/Compensation Supervisor
Lidia Santiesteban Classification/Compensation Director
Sarah Welch Personnel Director



CLASSIFICATION DETERMINATION REPORT

Date: February 11, 1998

Report No.: 98 -1669

POSITION IDENTIFICATION

Department: Parks and Recreation
Classification Title: TBD
Ordinance Title: TBD
Position Number: 025386
Bargaining Unit: N/A Current Salary: N/A

RECOMMENDED ACTION

Classification Title: Bio-Technician
Ordinance Title: Bio-Technician
Legislation Required: Yes
Bargaining Unit: 030 Recommended Salary: \$12.73 - \$14.77 (Range 21.0)
Remarks: Effective date is January 1, 1998.

ANALYSIS AND RECOMMENDATION

Per the attached Budget PDQ, position # 025386 (#PRK 448) meets the intent of the Bio-Technician job class. We therefore recommend that this **part-time** position be allocated to Bio-Technician.

Recommended: Team B *BDS* Classification/Compensation Analyst(s)
Approved: Edie Jorgensen *EJ* Classification/Compensation Supervisor
Lidia Santiesteban *LS* Classification/Compensation Director
Sarah Welch *SW* Personnel Director

SECTION 4



Memorandum

DATE: 03/06/98
TO: Linda Yuen Leong
FROM: Carla Coward *chc*
SUBJECT: Correction to title for 1st quarter 1998 ordinance

Correction:

The following is submitted to correct the title as shown on 4th quarter 97 ordinance # 118913, Section 13, page 14.

| Department | Title | Position # | Corrected Title |
|-------------------|-------------------|-------------------|------------------------|
| Police | Manager 2, Exempt | 023667 | Manager 3, Exempt |

SECTION 5



Memorandum

DATE: 03/11/98

TO: Linda Yuen Leong

FROM: Carla Coward *chc*

SUBJECT: Change in Manager Title due to a reconsideration, for 2nd quarter 1998 ordinance.

The following is being submitted to change the title as shown on the initial Manager ordinance #118780, page 3:

| Department | Title | Pos. # | Change to |
|--------------------|---|---------------|--|
| Executive Services | Finance, Budget & Accounting Manager 2 | 016323 | Finance Budget & Accounting Manager 3 |

**MANAGER & STRATEGIC ADVISOR
RECONSIDERATION PANEL RECOMMENDATION**

Position Identification:

Department: Executive Services
Current Classification Title: Manager VIII
Position Number: 016323
Current Salary Range: \$26.20hr. - \$30.39hr.
Incumbent: Teresita Carstensen

Initial Allocation:

Designation: Manager
Pay Zone: 2
Total Points: 469 **Pay Range:** \$25.20hr. - \$34.02hr.
Occupational Group: Finance, Budget and Accounting
Note: Position was allocated to this designation and pay zone, effective January 7, 1998 on ordinance #118780.

Reconsideration Hearing - Panel Recommendation: *(See next page for analysis.)*

Designation: Manager
Pay Zone: 3 **Pay Range:** \$29.08hr. - \$39.26hr.
Total Points: 667
Occupational Group: Finance, Budget and Accounting

Point Factor Dimensions:

| Program | Policy | Technical | Budget/ Fiscal | Human Resources | Communications | Matrix |
|---------|---------|-----------|-------------------|--------------------|----------------|--------|
| Med/120 | Med/107 | Med/93 | Med/93 | Med/87 | Med/87 | Med/80 |

Approved:

Lidia Santiesteban 3/10/98 *Sarah Welch* 3/10/98
Lidia Santiesteban Date Sarah Welch Date
Classification/Compensation Director Personnel Division Director



Memorandum

DATE: 02/26/98
TO: Linda Yuen Leong
FROM: Carla Coward *chc*
SUBJECT: Correction for 1st Quarter 1998 Ordinance

Please add the following corrections to the 1998 first quarter ordinance:

The following positions were allocated to the Manager program and legislated on ordinance #118780:

| Department | Pos# | Legislated Title | Correction |
|--|--------|--|---------------------|
| Public Safety Civil Service Commission | 017433 | General Government Manager 2 (pg 8 of ordn.) | Manager 2, Exempt ✓ |
| Police | 015422 | General Government Manager 3 (pg 6 of ordn.) | Manager 3, Exempt ✓ |

Two e-mails are attached for back-up information.

From: Carla Coward
To: ZUNIGAR
Subject: Judith Demello Status -Reply

This is an error, we will get it corrected on 1998 first quarter ordn. All exempt positions remained exempt. It should have been legislated as a Manager 3, exempt.

>>> Rufina Zuniga 02/25/98 10:50am >>>

Her position 015422 used to be a Director V title (exempt) is now Manager 3 Gen Gov't, Ord 118780. This position is listed under the classified section. Would this mean that is she is now a classified employee? Or, was this an error, listing her position in the wrong section?

Please let me know what her actual status is. Thanks.

From: Carla Coward
To: ZUNIGAR
Subject: Another one - Ruby Harris - Public Safety Civil Service
Commission -Reply

We correct this one also on the 98 first quarter ordinance.

>>> Rufina Zuniga 02/25/98 12:59pm >>>
Carla,

Pos. # 017433

This is an error too. Ruby was a Director 2 (exempt) prior to reclassification to Manager 2 Gen Gov't and her position is listed under the classified section in Ord 118780. Thanks.

Public Safety Civil Serv. Comm. (PSCSC)

Ord # 118780 pg 8



Memorandum

DATE: 02/24/98
TO: Linda Yuen Leong
FROM: Carla Coward *chc*
SUBJECT: Correction to classification - Position #019835

Please add the following correction to the **1998 first quarter ordinance**:

Position #019835 is in a represented title and should not have been put in the Manager program. Please see attached memo from the department for details.

This position was legislated on the Manager Allocation **Ordinance #118780, Page 9** (Department - **Seattle Public Utilities**).

Change from:

Engineering & Plans Review Manager 3
Pos. #019835

Back To:

Civil Engineer Senior (represented title)
Pos. #019835



City of Seattle

Paul Schell, Mayor

Seattle Public Utilities

Diana Gale, Director

Memorandum

Date: 02/24/98

To: Carla Coward, Classification/Compensation, Executive Services Department

From: Mary Wideman-Williams, Human Resources Manager, Seattle Public Utilities *MWW*

RE: Inadvertent inclusion of position in APEX, Manager & Strategic Advisor Program.

This memo is to request that a Senior Civil Engineer pocket, position #019835, be corrected on the next Ordinance. The incumbent in pocket #019835 inadvertently submitted a MPDQ for work he was performing as a Manager IX. The duties, however, were on an out-of-class basis, for a non existing Manager position. The work was needed for a temporary peak workload, and per SPUs management, the o-o-c assignment ended in November of 1997.

Due to extenuating circumstances, SPUs management did not realize the mistake and the MPDQ was submitted, reviewed, allocated and legislated. Since this position is also represented by Local 17, it is imperative that the action be corrected, as no represented positions were to be affected by the APEX review. If you have any further questions regarding this request, please call Steve Aspiras at 3-5165.

CC: David Bracilano, Labor Relations

SECTION 6

City of Seattle Executive Services Department
Personnel Division



Memorandum

DATE: 03/04/98
TO: Linda Yuen Leong
FROM: Carla Coward *etc*
SUBJECT: Correction to Classification - Pos. #022568

Please add the following correction to the 1998 first quarter ordinance:

The department has request that position #022568 not be included in the Strategic Advisor Program. Please see attached memo from the Department for details.

This position was legislated on the Strategic Advisor **Ordinance #118777, page 6,** department, Seattle Public Utilities.

Change from:

Strategic Advisor 1, Exempt

Back to:

Assistant to Superintendent



City of Seattle

Paul Schell, Mayor

Seattle Public Utilities

Diana Gale, Director

Memorandum

Date: 03/4/98

To: Carla Coward, Classification/Compensation, Executive Services Department

From: Mary Wideman-Williams, Human Resources Manager, Seattle Public Utilities

RE: Inadvertent inclusion of position in APEX, Manager & Strategic Advisor Program.

This memo is to request that an Assistant to the Superintendent pocket, position #022568, be corrected on the next Ordinance. Although the incumbent received a notice stating her position would not be included, we have been informed otherwise. The position was to be excluded based on the Department previously requesting the exclusion of the position from the Strategic Advisor Program.

If you have any further questions regarding this request, please call Mary Robinson at 6-9144.

CC:

City of Seattle Executive Services Department
Personnel Division



MEMORANDUM

DATE: July 24, 1997

TO: Dove Alberg, 022568
Assistant to Superintendent
Seattle Public Utility

FROM: Lidia Santiesteban, Classification/Compensation Director
Via: Sarah Welch, Personnel Director

SUBJECT: Inclusion in the Manager or Strategic Advisor Programs

Personnel received a request to evaluate your position for inclusion in the Manager or Strategic Advisor Program currently under review by the Seattle City Council. Your position was not recommended for inclusion at the request of your department.

The consequence of your not being recommended for inclusion in the Manager and Strategic Advisor program is that you remain in your current classification. Your position and classification will not change in any way due to this review.

You and/or your department director may request a reconsideration of the inclusion of your position in the Manager or Strategic Advisor programs. You may request a reconsideration even if your department head does not. However Personnel will confirm your statement of job duties with your department head in the course of our reconsideration review. A reconsideration may be based on the following criteria:

1. The position has significantly changed in duties or responsibilities, and/or
2. There is significant new information not previously submitted on the position.

To request a reconsideration you and/or your department director must complete and submit the attached form, *Request for Reconsideration: Managers and Strategic Advisors*, no later than **20 work days from the date of this allocation notice (August 22)**, to:

July 24, 1997
Page 2

**Lidia Santiesteban, Classification/Compensation Director
Attention: Carla Coward
Personnel Division, Executive Services Department
Mail Stop 13-13-01**

Personnel will review all written material submitted for review, and if necessary schedule a meeting with a review panel and stakeholders to further clarify the issues. The decision of the panel will determine the Personnel Director's allocation of the position to the program.

For further information concerning the plan design, reconsideration or your appeal rights under the Personnel Rules for classification actions, please contact Carla Coward at 684-7878.

cc: Diana Gale
Sharon White

SECTION 7

Date: January 7, 1998
Report #97-1520

**PERSONNEL DEPARTMENT
CLASSIFICATION/COMPENSATION ANALYSIS FOR
MANAGEMENT COMPENSATION REVIEW COMMITTEE**


POSITION IDENTIFICATION:

| | | | |
|------------------------------|-----------------------------------|--------------------------------|-----|
| Department: | Office of Management and Planning | | |
| Position: | TBD | | |
| Position Number: | 025513 | 1997 Budget Log Number: | N/A |
| Current Salary Range: | N/A | Group: | N/A |
| Requested Title: | Director VIII, Exempt | | |
| Requested Salary: | \$29.87 - \$34.65 (Range 43.5A) | | |

CLASS/COMP RECOMMENDATION: *(See next page for details and analysis.)*

| | | | |
|----------------------------------|---------------------------|---------------|---|
| Recommended Title: | Director VIII, Exempt | | |
| Recommended Salary Range: | \$29.87 - \$34.65 (43.5A) | Group: | 7 |
| Effective Date: | 1/1/97 | | |
| Legislation Required? | Yes | | |

MCRC APPROVAL:

| |
|---|
| <input checked="" type="checkbox"/> MCRC approves as recommended above. |
| <input type="checkbox"/> MCRC approves as follows: |
| Title: _____ |
| Salary Range: _____ Group: _____ |
| Effective date: _____ |
| Signature of MCRC Representative:  |
| Date of MCRC Approval: <u>1/30/98</u> |

Source of Request:

Position number 025513 was reviewed as a result of a request from the department when it submitted a PDQ in October of 1997. This position replaces emergency position #025511, which was created for the 1997 budget to establish the Sand Point Operations Project Office.

Analysis:

As requested by the department, this position will be included in the Managers/Strategic Advisors Program which is effective January 7, 1998. However, a determination needs to be made for the 1997 budget clean-up, as the position was created as an emergency position and filled as a Director VIII pending review.

This position has responsibility for overseeing the continuing planning functions for the reuse of the Sand Point property, including maintenance upgrades, development by City tenants, lease negotiation, policy guidance to the Mayor and City Council, and coordinating ultimate transfer of ownership of the property from the Navy to the City. The position directly supervises three employees and coordinates work of staff at the University of Washington, the U.S. Navy, and 12 non-profit partners. The position would not generally qualify as a Director under this criteria, as it does not have responsibility for a division or several programs or functions. Although the position does not manage a City program (the Sand Point Office is more comparable to a unit) or supervise two or more subordinate supervisors, the responsibilities, scope, public exposure and media visibility would appear to make a higher level manager title more appropriate than director. However, since the position was filled as Director VIII in 1997 and is now proposed for inclusion in the Manager/Strategic Advisor program for 1998, the determination for 1997 is not as crucial, and we recommend the title of Director VIII be assigned for 1997. As Director positions are typically exempt, and this position has a high level of fiduciary responsibilities, the position should be exempt.

Recommendation:

We recommend the subject position continue as a Director VIII, Exempt, until January 7, 1998, at which time it will be submitted for inclusion in the Manager/Strategic Advisor program. This recommendation is effective January 1, 1997, as requested by management.

Submitted by the Classification/Compensation Review Team.

Approved:

| | | | |
|--------------------------------------|----------------|--------------------|----------------|
| <i>Lidia Santiesteban</i> | <i>1/28/98</i> | <i>Sarah Welch</i> | <i>1/30/98</i> |
| Lidia Santiesteban | Date | Sarah Welch | Date |
| Classification/Compensation Director | | Personnel Director | |

Date: January 12, 1998

EXECUTIVE SERVICES DEPARTMENT
PERSONNEL DIVISION
CLASSIFICATION/COMPENSATION ANALYSIS FOR
MANAGEMENT COMPENSATION REVIEW COMMITTEE

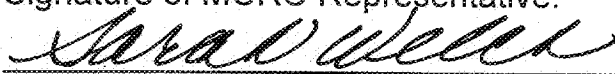
POSITION IDENTIFICATION:

| | | | |
|-----------------------|----------------------------------|-------------------------|-----|
| Department: | Seattle Transportation (SEATRAN) | | |
| Position: | Manager XII | | |
| Position Number: | 007946 | 1997 Budget Log Number: | N/A |
| Current Salary Range: | 42.0A | Group: | N/A |
| Requested Title: | Division Director | | |
| Requested Salary: | Not specified | | |

CLASS/COMP RECOMMENDATION: (See next page for details and analysis.)

| | | | |
|---------------------------|--|--------|---|
| Recommended Title: | Director X | | |
| Recommended Salary Range: | 44.5A | Group: | 6 |
| Effective Date: | January 1, 1997 | | |
| Legislation Required? | Yes, to change the title and make the position exempt. | | |

MCRC APPROVAL:

| |
|--|
| <input checked="" type="checkbox"/> MCRC approves as recommended above. |
| <input type="checkbox"/> MCRC approves as follows: |
| Title: _____ |
| Salary Range: _____ Group: _____ |
| Effective date: _____ |
| Signature of MCRC Representative:  |
| Date of MCRC Approval: <u>1/16/98</u> |

BACKGROUND/SOURCE OF REQUEST:

This position was reviewed as a result of a request from the Seattle Transportation Department (SEATRAN). Detailed historical data of the position can be accessed via the Personnel Division's Records Unit. The incumbent has been in the position since January 1, 1983.

This position will be allocated to the Accountability Pay for Executives (APEX) program, at Market Group 1. The request from SEATRAN is to provide a "current system" title/salary recommendation that covers the period from the creation of SEATRAN (1/1/97) up to the implementation of APEX (1/7/98).

ANALYSIS:

This request was submitted due to the change in reporting relationship, resulting from the former Transportation Division of the Engineering Department becoming SEATRAN, as of January 1, 1997. The essential purpose of this position is to direct the work of the Neighborhood Transportation Services Division of SEATRAN.

As SEATRAN is now a distinct City department, the head of Transportation is no longer a division Director, but rather is a Department Head. As the manager of Street Use/Enforcement, the subject position now reports to this Department Head. The Neighborhood Transportation Services organization is the same, in terms of mission and staff.

As the manager of an organization of 45 staff members at all levels, who reports to a Department Head, this position is fully appropriate for classification as a division Director. In comparison we find that the pay range of 44.5A is consistent with the duties and responsibilities of other Director positions in MCRC Group 6.

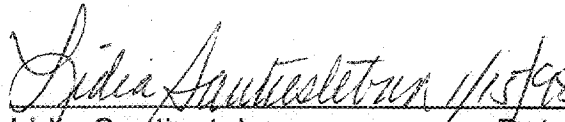
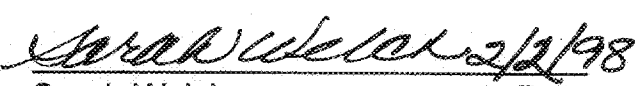
Recommendation:

Based on the duties and responsibilities assigned, and the change in reporting relationship, we recommend that this position be allocated to Director X. This recommendation covers the period from 1/1/97 through 1/6/98. The position will be exempted from the classified service effective 1/7/98 upon its inclusion in APEX. Normally, a Director X position would also be exempt, but in this case, exemption for the period 1/1/97 - 1/6/98 is moot, because legislation to enact this current report will not be passed

until after 1/7/98, by which time the position will already be exempt by its inclusion in APEX. The 1998 APEX allocation is to Market Group 1.

Submitted by the Classification Review Team.

Approved:

| | |
|---|--|
|  |  |
| Lidia Santiesteban | Sarah Welch |
| Date | Date |
| Classification/Compensation Director | Personnel Director |

Date: January 12, 1998

EXECUTIVE SERVICES DEPARTMENT
PERSONNEL DIVISION
CLASSIFICATION/COMPENSATION ANALYSIS FOR
MANAGEMENT COMPENSATION REVIEW COMMITTEE


POSITION IDENTIFICATION:

| | | | |
|-----------------------|----------------------------------|-------------------------|-----|
| Department: | Seattle Transportation (SEATRAN) | | |
| Position: | Manager XII | | |
| Position Number: | 024196 | 1997 Budget Log Number: | N/A |
| Current Salary Range: | 42.0A | Group: | N/A |
| Requested Title: | Division Director | | |
| Requested Salary: | Not specified | | |

CLASS/COMP RECOMMENDATION: (See next page for details and analysis.)

| | | | |
|---------------------------|--|--------|---|
| Recommended Title: | Director X | | |
| Recommended Salary Range: | 44.5A | Group: | 6 |
| Effective Date: | January 1, 1997 | | |
| Legislation Required? | Yes, to change the title and make the position exempt. | | |

MCRC APPROVAL:

| |
|--|
| <input checked="" type="checkbox"/> MCRC approves as recommended above. |
| <input type="checkbox"/> MCRC approves as follows: |
| Title: _____ |
| Salary Range: _____ Group: _____ |
| Effective date: _____ |
| Signature of MCRC Representative:  |
| Date of MCRC Approval: <u>1/16/98</u> |

BACKGROUND/SOURCE OF REQUEST:

This position was reviewed as a result of a request from the Seattle Transportation Department (SEATRAN). Detailed historical data of the position can be accessed via the Personnel Division's Records Unit. The incumbent has been in the position since September 8, 1993.

This position will be allocated to the Accountability Pay for Executives (APEX) program, at Market Group 2. The request from SEATRAN is to provide a "current system" title/salary recommendation that covers the period from the creation of SEATRAN (1/1/97) up to the implementation of APEX (1/7/98).

ANALYSIS:

This request was submitted due to the change in reporting relationship, resulting from the former Transportation Division of the Engineering Department becoming SEATRAN, as of January 1, 1997. The essential purpose of this position is to direct the work of the Roadway Structures Division of SEATRAN.

As SEATRAN is now a distinct City department, the head of Transportation is no longer a division Director, but rather is a Department Head. As the manager of Roadway Structures, the subject position now reports to this Department Head. The Roadway Structures organization is the same, in terms of mission and staff.

As the manager of an organization of 61 staff members at all levels, who reports to a Department Head, this position is fully appropriate for classification as a division Director. In comparison we find that the pay range of 44.5A is consistent with the duties and responsibilities of other Director positions in MCRC Group 6.

Recommendation:

Based on the duties and responsibilities assigned, and the change in reporting relationship, we recommend that this position be allocated to Director X. This recommendation covers the period from 1/1/97 through 1/6/98. The position will be exempted from the classified service effective 1/7/98 upon its inclusion in APEX. Normally, a Director X position would also be exempt, but in this case, exemption for the period 1/1/97 - 1/6/98 is moot, because legislation to enact this current report will not be passed

until after 1/7/98, by which time the position will already be exempt by its inclusion in APEX. The 1998 APEX allocation is to Market Group 2.

Submitted by the Classification Review Team.

Approved:

| | | | |
|--------------------------------------|----------------|--------------------|----------------|
| <i>Lidia Santiesteban</i> | <i>1/22/98</i> | <i>Sarah Welch</i> | <i>2/12/98</i> |
| Lidia Santiesteban | Date | Sarah Welch | Date |
| Classification/Compensation Director | | Personnel Director | |

Date: January 12, 1998

EXECUTIVE SERVICES DEPARTMENT
PERSONNEL DIVISION
CLASSIFICATION/COMPENSATION ANALYSIS FOR
MANAGEMENT COMPENSATION REVIEW COMMITTEE


POSITION IDENTIFICATION:

| | | | |
|-----------------------|----------------------------------|-------------------------|-----|
| Department: | Seattle Transportation (SEATRAN) | | |
| Position: | Manager XII | | |
| Position Number: | 008848 | 1997 Budget Log Number: | N/A |
| Current Salary Range: | 42.0A | Group: | N/A |
| Requested Title: | Division Director | | |
| Requested Salary: | Not specified | | |

CLASS/COMP RECOMMENDATION: (See next page for details and analysis.)

| | | | |
|---------------------------|--|--------|---|
| Recommended Title: | Director X | | |
| Recommended Salary Range: | 44.5A | Group: | 6 |
| Effective Date: | January 1, 1997 | | |
| Legislation Required? | Yes, to change the title and make the position exempt. | | |

MCRC APPROVAL:

| | | | |
|-------------------------------------|---|--------|-------|
| <input checked="" type="checkbox"/> | MCRC approves as recommended above. | | |
| <input type="checkbox"/> | MCRC approves as follows: | | |
| Title: | _____ | | |
| Salary Range: | _____ | Group: | _____ |
| Effective date: | _____ | | |
| Signature of MCRC Representative: |  | | |
| Date of MCRC Approval: | 1/12/98 | | |

BACKGROUND/SOURCE OF REQUEST:

This position was reviewed as a result of a request from the Seattle Transportation Department (SEATRAN). Detailed historical data of the position can be accessed via the Personnel Division's Records Unit. The incumbent has been in the position since April 3, 1985.

This position will be allocated to the Accountability Pay for Executives (APEX) program, at Market Group 1. The request from SEATRAN is to provide a "current system" title/salary recommendation that covers the period from the creation of SEATRAN (1/1/97) up to the implementation of APEX (1/7/98).

ANALYSIS:

This request was submitted due to the change in reporting relationship, resulting from the former Transportation Division of the Engineering Department becoming SEATRAN, as of January 1, 1997. The essential purpose of this position is to direct the work of the Street Use/Enforcement Division of SEATRAN.

As SEATRAN is now a distinct City department, the head of Transportation is no longer a division Director, but rather is a Department Head. As the manager of Street Use/Enforcement, the subject position now reports to this Department Head. The Street Use/Enforcement organization is the same, in terms of mission and staff.

As the manager of an organization of 48 staff members at all levels, who reports to a Department Head, this position is fully appropriate for classification as a division Director. In comparison we find that the pay range of 44.5A is consistent with the duties and responsibilities of other Director positions in MCRC Group 6.

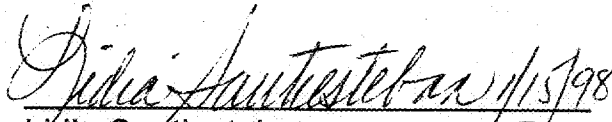
Recommendation:

Based on the duties and responsibilities assigned, and the change in reporting relationship, we recommend that this position be allocated to Director X. This recommendation covers the period from 1/1/97 through 1/6/98. The position will be exempted from the classified service effective 1/7/98 upon its inclusion in APEX. Normally, a Director X position would also be exempt, but in this case, exemption for the period 1/1/97 - 1/6/98 is moot, because legislation to enact this current report will not be passed

until after 1/7/98, by which time the position will already be exempt by its inclusion in APEX. The 1998 APEX allocation is to Market Group 1.

Submitted by the Classification Review Team.

Approved:



Lidia Santiesteban
Classification/Compensation Director

Date



Sarah Welch

Date

Personnel Director

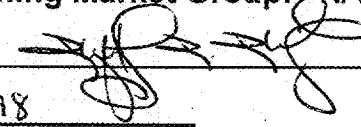
03/03/98

**EXECUTIVE SERVICES DEPARTMENT, PERSONNEL DIVISION
APEX MARKET GROUP ALLOCATION
EXECUTIVE COMPENSATION REVIEW COMMITTEE**

POSITION IDENTIFICATION:

| | |
|--|---------------------------------------|
| Department: | Seattle Center |
| Pre-APEX Job Title: | Redevelopment Director-Seattle Center |
| Current Incumbent: | Vacant |
| Position Number: | 00009041 |
| Pre-APEX Salary Range Top Step: | \$67,170 |
| Requested Market Group: | Two |

ECRC DECISION:

| | |
|--|--|
| ECRC approves as follows: | |
| Market Group: | Two |
| Effective date: | January 7, 1998 |
| Authorized To Compensate In Adjoining Market Group: | NA |
| Signature of ECRC Representative: |  |
| Date of ECRC Approval: | <u>2-27-98</u> |

ANALYSIS: None provided.

From: Curt Funk
To: leongl
Date: 3/11/98 2:04pm
Subject: Clarification of 2 Seattle Ctr APEX positions

Linda,

Earlier today, I handed you two signed ECRC reports on two APEX positions in Seattle Center. These actions are to go on the First Quarter Ordinance.

I have learned that the legislative action required is not self-evident from the cover sheets of the reports. I have confirmed from Laurie that the correct legislative action is to **retitle both positions FROM Executive 1 TO Executive 2**. The position numbers are 009041 and 020146.

The ECRC reports imply that the current titles of the positions are "Redevelopment Dir -- Seattle Center" and "Finance/Administration Dir -- Seattle Center." However, these are NOT the positions' current titles. The positions were legislated from these titles to Executive 1 in the original APEX ordinance. So, their current title is Executive 1. According to Laurie, Seattle Center filed a reconsideration, and the ECRC approved assigning the positions to an adjacent market group -- an action that requires legislation. So the correct action to legislate is from Executive 1 to Executive 2.

Please let me know if you have any questions or need further documentation.

Curt

CC: jorgene, depewl


03/03/98

**EXECUTIVE SERVICES DEPARTMENT, PERSONNEL DIVISION
APEX MARKET GROUP ALLOCATION
EXECUTIVE COMPENSATION REVIEW COMMITTEE**

POSITION IDENTIFICATION:

| | |
|--|--|
| Department: | Seattle Center |
| Pre-APEX Job Title: | Finance/Administration Director-Seattle Center |
| Current Incumbent: | Vacant |
| Position Number: | 00020146 |
| Pre-APEX Salary Range Top Step: | \$69,760 |
| Requested Market Group: | Two |

ECRC DECISION:

| | |
|--|--|
| ECRC approves as follows: | |
| Market Group: | Two |
| Effective date: | January 7, 1998 |
| Authorized To Compensate In Adjoining Market Group: | NA |
| Signature of ECRC Representative: |  |
| Date of ECRC Approval: | <u>2-27-98</u> |

ANALYSIS: None provided.

**MANAGER & STRATEGIC ADVISOR
RECONSIDERATION PANEL RECOMMENDATION**

Position Identification:

| |
|---|
| Department: Seattle Center |
| Current Classification Title: Supervising Personnel Specialist |
| Position Number: 018339 |
| Current Salary Range: \$22.08hr. - \$25.70hr. |
| Incumbent: |

Initial Allocation:

| | |
|---|---|
| Designation: Manager | |
| Pay Zone: 1 | |
| Total Points: 377 | Pay Range: \$21.33hr. - \$28.79hr. |
| Occupational Group: General Government | |
| Note: Position was allocated to this designation and pay zone, effective January 7, 1998 on ordinance #118780. | |

Reconsideration Hearing - Panel Recommendation: *(See next page for analysis.)*

| | |
|---|---|
| Designation: Manager | |
| Pay Zone: 2 | Pay Range: \$25.20hr. - \$34.02hr. |
| Total Points: 491 | |
| Occupational Group: General Government | |

Point Factor Dimensions:

| Program | Policy | Technical | Budget/ Fiscal | Human Resources | Communications | Matrix |
|---------|---------|-----------|-------------------|--------------------|----------------|--------|
| Med/120 | Med/107 | Low/47 | Low/47 | Low/43 | Med/87 | Low/40 |

Approved:

Lidia Santiesteban 2/11/98 *Sarah Welch* 2/19/98
Lidia Santiesteban Date Sarah Welch Date
Classification/Compensation Director Personnel Division Director

Request:

The incumbent requested a change in pay zone from 1 to 3. The department was represented at the hearing and supports a change in pay zone from 1 to 2.

Analysis:

The Panel reviewed the reconsideration request and supplemental information along with the initial MPDQ submitted. This information plus what was gleaned from the hearing was used to re-rate the position.

The Program dimension was changed from a low/60 to medium 120. The Panel felt that this rating gives credit for providing recommendations for the development of significant programs, developing procedures and processes and managing resources to achieve program objectives.

The Policy dimension was changed from a low/53 to medium/107. The Panel felt that this score gives credit for developing, recommending and implementing policies of a operational nature which have a direct impact on programs or services affecting the public.

The Technical dimension remained the same at low/47. The intent of this dimension is to give credit for the responsibility for technical expertise, in a technological or scientific discipline, such as information technology or a hard science, such as biology. The position was given credit for being an expert human resources witness on behalf of the Seattle Center and for having a certified Safety Officer reporting to it.

The Budget/Fiscal dimension remained the same at a low/47. The Panel felt that this score gives credit for having the responsibility for a staffing and training budget, and the management of the judgment fund by developing, maintaining and following good human resources polices and procedures.

The Human Resources dimension remained the same at low43. This position directly supervises 6 staff.

The Communications dimension remained the same at medium/87. The Panel felt that the medium score gives credit for representing the functional area on a variety of issues before external constituencies such as leading the labor contract negotiations for the Stage, Sound and Admissions Technicians and representing the Seattle Center in Court and with the Civil Service Commission.

The Matrix dimension remained the same at low/40. The Panel felt that the low score gives credit for periodically coordinating, integrating and providing for initiatives which involve cross-functional, or departmental ad hoc teams.

Recommendation:

Four hundred points are needed to place this position in pay zone two. Six hundred points are needed to place this position in pay zone three. The total score was raised from 377 to 491, which places the position in pay zone two.

Recommend this action be retroactively effective to the program implementation date of January 7, 1998.

Appeal Rights:

There will be no further reconsideration of this classification determination by the Personnel Division. If the incumbent disagrees with the Personnel Director's decision they may appeal in writing to the Civil Service Commission within 20 days of receipt of this notice.

From: Curt Funk
To: leongl
Date: 3/11/98 2:04pm
Subject: Clarification of 2 Seattle Ctr APEX positions

Linda,

Earlier today, I handed you two signed ECRC reports on two APEX positions in Seattle Center. These actions are to go on the First Quarter Ordinance.

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The ECRC reports imply that the current titles of the positions are "Redevelopment Dir -- Seattle Center" and "Finance/Administration Dir -- Seattle Center." However, these are NOT the positions' current titles. The positions were legislated from these titles to Executive 1 in the original APEX ordinance. So, their current title is Executive 1. According to Laurie, Seattle Center filed a reconsideration, and the ECRC approved assigning the positions to an adjacent market group -- an action that requires legislation. So the correct action to legislate is from Executive 1 to Executive 2.

Please let me know if you have any questions or need further documentation.

Curt

CC: jorgene,depawl



Memorandum

DATE: 03/06/98
TO: Linda Yuen Leong
FROM: Carla Coward *cc*
SUBJECT: Additions for 1st Quarter 1998 Ordinance

Add:

The following classified service positions have been evaluated and allocated to the Manager classification system effective January 7, 1998:

| Department | Job Title | Position # | Classification |
|-------------------|-------------------------|-------------------|---------------------------------|
| Arts Commission | Arts Specialist, Senior | 008905 | General Government Manager 1 |
| Arts Commission | Arts Specialist, Senior | 022010 | General Government Manager 1 |

Documentation is attached.

**MANAGER & STRATEGIC ADVISOR
RECONSIDERATION PANEL RECOMMENDATION**

Position Identification:

Department: Arts Commission
Current Classification Title: Arts Program Specialist Sr.
Position Number: 008905
Current Salary Range: \$41,843 - \$48,755 (annual \$)
Incumbent: Barbara Goldstein

Initial Allocation:

Designation: Manager
Pay Zone: 1
Total Points: 270
Occupational Group: General Government

Reconsideration Hearing - Panel Recommendation: *(See next page for analysis.)*

Designation: Manager
Pay Zone: 1 **Pay Range:** \$44,531 - \$60,117 (annual \$)
Total Points: 370
Occupational Group: General Government

Point Factor Dimensions:

| Program | Policy | Technical | Budget/ Fiscal | Human Resources | Communications | Matrix |
|---------|--------|-----------|-------------------|--------------------|----------------|--------|
| Low/60 | Low/53 | NA/0 | Low/47 | Low/43 | Med/87 | Med/80 |

Approved:

Lidia Santiesteban 10/21/97 *Sarah Welch* 10/22/97
Lidia Santiesteban Sarah Welch
Classification/Compensation Director Personnel Division Director

**MANAGER & STRATEGIC ADVISOR
RECONSIDERATION PANEL RECOMMENDATION**

Position Identification:

| |
|--|
| Department: Arts Commission |
| Current Classification Title: Arts Program Specialist Sr. |
| Position Number: 022010 |
| Current Salary Range: \$41,843 - \$48,755 (annual \$) |
| Incumbent: Linda Knudsen |

Initial Allocation:

| |
|---|
| Designation: Manager |
| Pay Zone: 1 |
| Total Points: 270 |
| Occupational Group: General Government |

Reconsideration Hearing - Panel Recommendation: (See next page for analysis.)

| | |
|---|---|
| Designation: Manager | |
| Pay Zone: 1 | Pay Range: \$44,531 - \$60,117 (annual \$) |
| Total Points: 370 | |
| Occupational Group: General Government | |

Point Factor Dimensions:

| Program | Policy | Technical | Budget/ Fiscal | Human Resources | Communications | Matrix |
|---------|--------|-----------|-------------------|--------------------|----------------|--------|
| Low/60 | Low/53 | NA/0 | Low/47 | Low/43 | Med/87 | Med/80 |

Approved:

Lidia Santiesteban 10/21/97 *Sarah Welch* 10/22/97
Lidia Santiesteban Date Sarah Welch Date
Classification/Compensation Director Personnel Division Director

ATTACHMENT B

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/98
 Department: City Light

Report Number: 97-1280
 Effective Date: 4/21/97

| 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 1998 Rate |
|----------------------------|---|---|--|---|---|---------------|---------------------|------------------------|
| Current Year Ends 12/31/98 | Associate Electrical Engineer (Range: NA) | \$ 25.97 | Electrical Engineering Design Specialist Assistant (Range: NA) | \$ 24.05 | \$ 1.92 | 4 | \$ 1,336.32 | \$ 4,008.96 |
| Previous Year: 1997 | | \$ 25.97 | | \$ 24.05 | \$ 1.92 | 9 | \$ 3,006.72 | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Subtotal | | | | | | | \$ 4,343.04 | \$ 4,008.96 |
| Plus 16.56% for Benefits | | | | | | | \$ 719.21 | \$ 663.88 |
| Cost Estimate Per Position | | | | | | | \$ 5,062.25 | \$ 4,672.84 |
| Number of Positions | | | | | | 2 | 2 | 2 |
| Total Cost Estimate | | | | | | | \$ 10,124.49 | \$ 9,345.69 |

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/98
 Department: City Light

Report Number: 97-1360C
 Effective Date: 1/4/93

| 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 1998 Rate |
|----------------------------|---|---|-------------------------------|---|---|---------------|---------------------|------------------------|
| Current Year Ends 12/31/98 | Systems Programmer Analyst (Range: N/A) | \$ 21.42 | Data Assistant (Range: 23.0C) | \$ 15.94 | \$ 5.48 | 4 | \$ 3,814.08 | \$ 11,442.24 |
| Previous Year: 1997 | | \$ 21.42 | | \$ 15.94 | \$ 5.48 | 12 | \$ 11,442.24 | |
| Previous Year: 1996 | | \$ 20.88 | | \$ 15.54 | \$ 5.34 | 12 | \$ 11,149.92 | |
| Previous Year: 1995 | | \$ 20.29 | | \$ 15.10 | \$ 5.19 | 12 | \$ 10,836.72 | |
| Previous Year: 1994 | Systems Analyst, Assistant (Range: 29.5A) | \$ 18.71 | | \$ 14.59 | \$ 4.12 | 12 | \$ 8,602.56 | |
| Previous Year: 1993 | | \$ 18.27 | | \$ 14.25 | \$ 4.02 | 12 | \$ 8,393.76 | |
| Subtotal | | | | | | | \$ 45,845.52 | \$ 11,442.24 |
| Plus 16.56% for Benefits | | | | | | | \$ 7,592.02 | \$ 1,894.83 |
| Cost Estimate Per Position | | | | | | | \$ 53,437.54 | \$ 13,337.07 |
| Number of Positions | | | | | | 1 | | |
| Total Cost Estimate | | | | | | | \$ 53,437.54 | \$ 13,337.07 |

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/98
Department: Executive/Office of Civil Rights
Report Number: 97-1566
Effective Date: 12/1/97

| 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 1998 Rate |
|----------------------------|---|---|--|---|---|---------------|--------------------|------------------------|
| Current Year Ends 12/31/98 | Supervising Civil Rights Analyst (Range: 33.0A) | \$ 25.23 | Senior Civil Rights Analyst (Range: 35.0A) | \$ 23.35 | \$ 1.88 | 4 | \$ 1,308.48 | \$ 3,925.44 |
| Previous Year: 1997 | | \$ 25.23 | | \$ 23.35 | \$ 1.88 | 1 | \$ 327.12 | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Subtotal | | | | | | | \$ 1,635.60 | \$ 3,925.44 |
| Plus 16.56% for Benefits | | | | | | | \$ 270.86 | \$ 650.05 |
| Cost Estimate Per Position | | | | | | | \$ 1,906.46 | \$ 4,575.49 |
| Number of Positions | | | | | | 1 | 1 | 1 |
| Total Cost Estimate | | | | | | | \$ 1,906.46 | \$ 4,575.49 |

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/98
 Department: Executive/OIR

Report Number: 97-1561
 Effective Date: 10/24/97

| 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 1998 Rate |
|----------------------------|--|---|---------------------------------------|---|---|---------------|--------------------|------------------------|
| Current Year Ends 12/31/98 | Administrative Staff Asst (Range 29.5) | \$ 20.44 | Administrative Secretary (Range 26.0) | \$ 17.86 | \$ 2.58 | 4 | \$ 1,795.68 | \$ 5,387.04 |
| Previous Year: 1997 | | \$ 20.44 | | \$ 17.86 | \$ 1.15 | 3 | \$ 600.30 | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Subtotal | | | | | | | \$ 2,395.98 | \$ 5,387.04 |
| Plus 16.56% for Benefits | | | | | | | \$ 396.77 | \$ 892.09 |
| Cost Estimate Per Position | | | | | | | \$ 2,792.75 | \$ 6,279.13 |
| Number of Positions | | | | | | 1 | | |
| Total Cost Estimate | | | | | | | \$ 2,792.75 | \$ 6,279.13 |

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1Q98
Department: Executive-OMP
Report Number: 97-1520
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 1998 Rate |
|----------------------------|------------------------------------|---|---------------------------------|---|---|---------------|-------------------|------------------------|
| Current Year Ends 12/31/98 | Strategic Advisor 3 (Range: NA) | \$ 34.02 | Director VIII (Range: 43.5A) | \$ 34.65 | (\$0.63) | 4 | (\$438.48) | (\$1,315.44) |
| Previous Year: 1997 | Director VIII | \$ 34.65 | Director VIII | \$ 34.65 | \$0.00 | 12 | \$0.00 | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Subtotal | | | | | | | (\$438.48) | (\$1,315.44) |
| Plus 16.56% for Benefits | | | | | | | (\$72.61) | (\$217.84) |
| Cost Estimate Per Position | | | | | | | (\$511.09) | (\$1,533.28) |
| Number of Positions | | | | | | | 1 | 1 |
| Total Cost Estimate | | | | | | | (\$511.09) | (\$1,533.28) |

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/98
 Department: Executive Services

Report Number: 97-1519
 Effective Date: 1/7/98

| 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 1998 Rate |
|----------------------------|--------------------------------|---|---|---|---|---------------|--------------------|------------------------|
| Current Year Ends 12/31/98 | PC&RM Manager 1 (Range: NA) | \$ 28.79 | Contracting Services Administrator (Range: 35.0A) | \$ 25.23 | \$ 3.56 | 4 | \$ 2,477.76 | \$ 7,433.28 |
| Subtotal | | | | | | | \$ 2,477.76 | \$ 7,433.28 |
| Plus 16.56% for Benefits | | | | | | | \$ 410.32 | \$ 1,230.95 |
| Cost Estimate Per Position | | | | | | | \$ 2,888.08 | \$ 8,664.23 |
| Number of Positions | | | | | | 1 | 1 | 1 |
| Total Cost Estimate | | | | | | | \$ 2,888.08 | \$ 8,664.23 |

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/98
Department: Executive Services
Report Number: 98-1636
Effective Date: 1/2/91

| Description | New Title/Range | Top Step of Range for New Title (Hourly Rate) | Old Title/Range | Top Step of Range for Old Title (Hourly Rate) | \$ Difference Between Top Step of Range for New/Old Title | No. of Months | Cost | 12 months at 1998 Rate |
|----------------------------|---------------------------------------|---|-------------------------------------|---|---|---------------|----------------|------------------------|
| Current Year Ends 12/31/98 | Janitor, Senior-DAS/CL (Range: 18.5C) | \$ 13.47 | Janitor, Lead-DAS/CL (Range: 18.5C) | \$ 13.47 | \$ 0.00 | 4 | \$ 0.00 | \$ 0.00 |
| Previous Year: 1997 | | \$ 13.47 | | \$ 13.47 | \$ 0.00 | 12 | \$ 0.00 | |
| Previous Year: 1996 | | \$ 13.13 | | \$ 13.13 | \$ 0.00 | 12 | \$ 0.00 | |
| Previous Year: 1995 | | \$ 12.76 | | \$ 12.76 | \$ 0.00 | 12 | \$ 0.00 | |
| Previous Year: 1994 | | \$ 12.33 | | \$ 12.33 | \$ 0.00 | 12 | \$ 0.00 | |
| Previous Year: 1993 | | \$ 12.04 | | \$ 12.04 | \$ 0.00 | 12 | \$ 0.00 | |
| Previous Year: 1992 | | \$ 11.67 | | \$ 11.67 | \$ 0.00 | 12 | \$ 0.00 | |
| Previous Year: 1991 | | \$ 11.11 | | \$ 11.11 | \$ 0.00 | 12 | \$ 0.00 | |
| Subtotal | | | | | | | \$ 0.00 | \$ 0.00 |
| Plus 16.56% for Benefits | | | | | | | \$ 0.00 | \$ 0.00 |
| Cost Estimate Per Position | | | | | | | \$ 0.00 | \$ 0.00 |
| Number of Positions | | | | | | 1 | 1 | 1 |
| Total Cost Estimate | | | | | | | \$ 0.00 | \$ 0.00 |

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/98
 Department: Executive Services

Report Number: 98-1645
 Effective Date: 1/2/91

| Description | New Title/Range | Top Step of Range for New Title (Hourly Rate) | Old Title/Range | Top Step of Range for Old Title (Hourly Rate) | \$ Difference Between Top Step of Range for New/Old Title | No. of Months | Cost | 12 months at 1998 Rate |
|----------------------------|-----------------------------|---|---|---|---|---------------|----------------|------------------------|
| Current Year Ends 12/31/98 | Systems Analyst (Range: NA) | \$ 23.59 | Data Processing Systems Analyst (Range: NA) | \$ 23.59 | \$ 0.00 | 4 | \$ 0.00 | \$ 0.00 |
| Previous Year: 1997 | | \$ 23.59 | | \$ 23.59 | \$ 0.00 | 12 | \$ 0.00 | |
| Previous Year: 1996 | | \$ 22.99 | | \$ 22.99 | \$ 0.00 | 12 | \$ 0.00 | |
| Previous Year: 1995 | | \$ 22.34 | | \$ 22.34 | \$ 0.00 | 12 | \$ 0.00 | |
| Previous Year: 1994 | | \$ 21.58 | | \$ 21.58 | \$ 0.00 | 12 | \$ 0.00 | |
| Previous Year: 1993 | | \$ 21.07 | | \$ 21.07 | \$ 0.00 | 12 | \$ 0.00 | |
| Previous Year: 1992 | | \$ 20.42 | | \$ 20.42 | \$ 0.00 | 12 | \$ 0.00 | |
| Previous Year: 1991 | | \$ 19.45 | | \$ 19.45 | \$ 0.00 | 12 | \$ 0.00 | |
| Subtotal | | | | | | | \$ 0.00 | \$ 0.00 |
| Plus 16.56% for Benefits | | | | | | | \$ 0.00 | \$ 0.00 |
| Cost Estimate Per Position | | | | | | | \$ 0.00 | \$ 0.00 |
| Number of Positions | | | | | | 1 | 1 | 1 |
| Total Cost Estimate | | | | | | | \$ 0.00 | \$ 0.00 |

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/98
 Department: Executive Services

Report Number: 98-1646
 Effective Date: 1/20/98

| 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 1998 Rate |
|----------------------------|--|---|--|---|---|---------------|----------------|------------------------|
| Current Year Ends 12/31/98 | Systems Analyst, Senior (Range: 37.5A) | \$ 27.73 | Data Processing Systems Analyst, Senior (Range: 37.5A) | \$ 27.73 | \$ 0.00 | 4 | \$ 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 | 1 |
| Total Cost Estimate | | | | | | | \$ 0.00 | \$ 0.00 |

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/98
 Department: Fire

Report Number: 98-1643
 Effective Date: 12/30/97

| 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 1998 Rate |
|----------------------------|---|---|---|---|---|---------------|-------------------|------------------------|
| Current Year Ends 12/31/98 | Administrative Specialist I (Range 20.5B) | \$ 14.51 | Administrative Support Assistant (Range: 18.0B) | \$ 13.26 | \$ 1.25 | 4 | \$ 870.00 | \$ 2,610.00 |
| Previous Year: 1997 | | \$ 14.51 | | \$ 13.26 | \$ 1.25 | 1 | \$ 217.50 | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Subtotal | | | | | | | \$1,087.50 | \$2,610.00 |
| Plus 16.56% for Benefits | | | | | | | \$ 180.09 | \$ 432.22 |
| Cost Estimate Per Position | | | | | | | \$1,267.59 | \$3,042.22 |
| Number of Positions | | | | | | 1 | 1 | 1 |
| Total Cost Estimate | | | | | | | \$1,267.59 | \$3,042.22 |

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/98
 Department: Fire

Report Number: 97-1644C
 Effective Date: 10/28/97

| 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 1998 Rate |
|---|--|---|--|---|---|---------------|--------------------|------------------------|
| Current Year Ends 12/31/98 Previous Year: 1997 | Assistant Personnel Specialist (Range: 25.0A) | \$ 17.22 | Administrative Specialist I (Range: 20.5B) | \$ 14.51 | \$ 2.71 | 4 | \$ 1,886.16 | \$ 5,658.48 |
| | | \$ 17.22 | | \$ 14.51 | \$ 2.71 | 3 | \$ 1,414.62 | |
| Subtotal | | | | | | | \$ 3,300.78 | \$ 5,658.48 |
| Plus 16.56% for Benefits | | | | | | | \$ 546.61 | \$ 937.04 |
| Cost Estimate Per Position | | | | | | | \$ 3,847.39 | \$ 6,595.52 |
| Number of Positions | | | | | | 1 | | 1 |
| Total Cost Estimate | | | | | | | \$ 3,847.39 | \$ 6,595.52 |

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/98
 Department: Fire

Report Number: 98-1676C
 Effective Date: 2/9/98

| 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 1998 Rate |
|----------------------------|---|---|--|---|---|---------------|---------------------|------------------------|
| Current Year Ends 12/31/98 | Equal Employment Coordinator (Range: 35.0A) | \$ 25.23 | Industrial Hygienist, Certified (Range: 37.5A) | \$ 27.73 | (\$2.50) | 4 | (\$1,740.00) | (\$5,220.00) |
| Previous Year: 1997 | | \$ 25.23 | | \$ 27.73 | (\$2.50) | 11 | (\$4,785.00) | |
| Subtotal | | | | | | | (\$6,525.00) | (\$5,220.00) |
| Plus 16.56% for Benefits | | | | | | | (\$1,080.54) | (\$864.43) |
| Cost Estimate Per Position | | | | | | | (\$7,605.54) | (\$6,084.43) |
| Number of Positions | | | | | | 1 | | 1 |
| Total Cost Estimate | | | | | | | (\$7,605.54) | (\$6,084.43) |

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/98
Department: Housing and Human Services

Report Number: 97-1349c
Effective Date: 7/8/97

| 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 1998 Rate |
|----------------------------|--|---|---|---|---|---------------|---------------------|------------------------|
| Current Year Ends 12/31/98 | Finance Analyst, Assistant (Range 27.0A) | \$ 18.55 | Accounting Technician II-BU (Range 22.5B) | \$ 15.66 | \$ 2.89 | 4 | \$ 2,011.44 | \$ 6,034.32 |
| Previous Year: 1997 | | \$ 18.55 | | \$ 15.66 | \$ 2.89 | 6 | \$ 3,017.16 | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Subtotal | | | | | | | \$ 5,028.60 | \$ 6,034.32 |
| Plus 16.56% for Benefits | | | | | | | \$ 832.74 | \$ 999.28 |
| Cost Estimate Per Position | | | | | | | \$ 5,861.34 | \$ 7,033.60 |
| Number of Positions | | | | | | 2 | 2 | 2 |
| Total Cost Estimate | | | | | | | \$ 11,722.67 | \$ 14,067.21 |

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/98
 Department: Housing and Human Services

Report Number: 97-1349c
 Effective Date: 7/8/97

| 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 1998 Rate |
|----------------------------|---|---|------------------------|---|---|---------------|---------------------|------------------------|
| Current Year Ends 12/31/98 | Finance Analyst, Assistant (Range 27.0A) | \$ 18.55 | Accountant (Range N/A) | \$ 19.29 | (\$0.74) | 4 | (\$515.04) | (\$1,545.12) |
| Previous Year: 1997 | | \$ 18.55 | | \$ 19.29 | (\$0.74) | 6 | (\$772.56) | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Subtotal | | | | | | | | (\$1,287.60) |
| Plus 16.56% for Benefits | | | | | | | | (\$213.23) |
| Cost Estimate Per Position | | | | | | | | (\$1,500.83) |
| Number of Positions | | | | | | 1 | | 1 |
| Total Cost Estimate | | | | | | | (\$1,500.83) | (\$1,800.99) |

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/98
 Department: Housing and Human Services

Report Number: 97-1493
 Effective Date: 30 days after ord passage

| 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 1998 Rate |
|----------------------------|---|---|--|---|---|---------------|-------------------|------------------------|
| | Human Services Coordinator (Range: 28.0A) | \$ 19.29 | Grants & Contracts Specialist (Range: 28.5A) | \$ 19.65 | \$ (0.36) | 4 | (\$250.56) | (\$751.68) |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Subtotal | | | | | | | (\$250.56) | (\$751.68) |
| Plus 16.56% for Benefits | | | | | | | (\$41.49) | (\$124.48) |
| Cost Estimate Per Position | | | | | | | (\$292.05) | (\$876.16) |
| Number of Positions | | | | | | 2 | 2 | 2 |
| Total Cost Estimate | | | | | | | (\$584.11) | (\$1,752.32) |

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/98
 Department: Municipal Court

Report Number: 98-1670
 Effective Date: 2/5/98

| 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 1998 Rate |
|----------------------------|---|---|------------------------------|---|---|---------------|--------------------|------------------------|
| | Management Systems Analyst (Range: 33.0A) | \$ 23.35 | Court Cashier (Range: 23.0A) | \$ 15.94 | \$ 7.41 | 4 | \$ 5,157.36 | \$ 15,472.08 |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Subtotal | | | | | | | \$ 5,157.36 | \$ 15,472.08 |
| Plus 16.56% for Benefits | | | | | | | \$ 854.06 | \$ 2,562.18 |
| Cost Estimate Per Position | | | | | | | \$ 6,011.42 | \$ 18,034.26 |
| Number of Positions | | | | | | 1 | 1 | 1 |
| Total Cost Estimate | | | | | | | \$ 6,011.42 | \$ 18,034.26 |

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 2/98
 Department: Neighborhoods

Report Number: 97-1285
 Effective Date: 5/16/97

| 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 1998 Rate |
|----------------------------|--|---|--|---|---|---------------|---------------------|------------------------|
| Current Year Ends 12/31/98 | Systems Programmer Analyst (Range: NA) | \$ 21.42 | Administrative Specialist I (Range: 97-1285) | \$ 14.51 | \$ 6.91 | 4 | \$ 4,809.36 | \$ 14,428.08 |
| Previous Year: 1997 | | \$ 21.42 | | \$ 14.51 | \$ 6.91 | 8 | \$ 9,618.72 | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Subtotal | | | | | | | \$ 14,428.08 | \$ 14,428.08 |
| Plus 16.56% for Benefits | | | | | | | \$ 2,389.29 | \$ 2,389.29 |
| Cost Estimate Per Position | | | | | | | \$ 16,817.37 | \$ 16,817.37 |
| Number of Positions | | | | | | 1 | 1 | 1 |
| Total Cost Estimate | | | | | | | \$ 16,817.37 | \$ 16,817.37 |

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/98
 Department: Parks and Recreation

Report Number: 97-1342A
 Effective Date: 6/6/95

| 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 1998 Rate |
|----------------------------|-------------------------------------|---|---------------------------------------|---|---|---------------|--------------------|------------------------|
| Current Year Ends 12/31/98 | Facilities Maint Worker (Range: NA) | \$ 17.05 | Installation Maint Worker (Range: NA) | \$ 16.43 | \$ 0.62 | 4 | \$ 431.52 | \$ 1,294.56 |
| Previous Year: 1997 | | \$ 17.05 | | \$ 16.43 | \$ 0.62 | 12 | \$ 1,294.56 | |
| Previous Year: 1996 | | \$ 16.62 | | \$ 16.01 | \$ 0.61 | 12 | \$ 1,273.68 | |
| Previous Year: 1995 | | \$ 16.15 | | \$ 15.56 | \$ 0.59 | 7 | \$ 718.62 | |
| Subtotal | | | | | | | \$ 3,718.38 | \$ 1,294.56 |
| Plus 16.56% for Benefits | | | | | | | \$ 615.76 | \$ 214.38 |
| Cost Estimate Per Position | | | | | | | \$ 4,334.14 | \$ 1,508.94 |
| Number of Positions | | | | | | 1 | 1 | 1 |
| Total Cost Estimate | | | | | | | \$ 4,334.14 | \$ 1,508.94 |

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/98
 Department: Parks

Report Number: 97-1560
 Effective Date: 11/13/95

| Description | New Title/Range | Top Step of Range for New Title (Hourly Rate) | Old Title/Range | Top Step of Range for Old Title (Hourly Rate) | \$ Difference Between Top Step of Range for New/Old Title | No. of Months | Cost | 12 months at 1998 Rate |
|----------------------------|---|---|-----------------------------|---|---|---------------|--------------------|------------------------|
| | Construction & Maint. Equipment Operator Range (NA) | \$ 19.60 | Truck Driver (Range: NA) | \$ 17.74 | \$ 1.86 | 4 | \$ 1,294.56 | \$ 3,883.68 |
| Current Year Ends 12/31/98 | | \$ 19.60 | | \$ 17.74 | \$ 1.86 | 12 | \$ 3,883.68 | |
| Previous Year: 1997 | | \$ 19.10 | | \$ 17.29 | \$ 1.81 | 12 | \$ 3,779.28 | |
| Previous Year: 1996 | | \$ 18.56 | | \$ 16.80 | \$ 1.76 | 12 | \$ 3,674.88 | |
| | | | | | | | | |
| | | | | | | | | |
| Subtotal | | | | | | | \$12,632.40 | \$3,883.68 |
| Plus 16.56% for Benefits | | | | | | | \$2,091.93 | \$643.14 |
| Cost Estimate Per Position | | | | | | | \$14,724.33 | \$4,526.82 |
| Number of Positions | | | | | | 1 | 1 | 1 |
| Total Cost Estimate | | | | | | | \$14,724.33 | \$4,526.82 |

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/98
 Department: Parks

Report Number: 98-1650
 Effective Date: 9/6/91

| Description | New Title/Range | Top Step of Range for New Title (Hourly Rate) | Old Title/Range | Top Step of Range for Old Title (Hourly Rate) | \$ Difference Between Top Step of Range for New/Old Title | No. of Months | Cost | 12 months at 1998 Rate |
|----------------------------|--|---|--|---|---|---------------|----------------|------------------------|
| Current Year Ends 12/31/98 | Public Relations Specialist (Range: 29.0A) | \$ 20.04 | Public Information Specialist (Range: 29.0A) | \$ 20.04 | \$ 0.00 | 4 | \$ 0.00 | \$ 0.00 |
| Previous Year: 1997 | | \$ 20.04 | | \$ 20.04 | \$ 0.00 | 12 | \$ 0.00 | |
| Previous Year: 1996 | | \$ 19.53 | | \$ 19.53 | \$ 0.00 | 12 | \$ 0.00 | |
| Previous Year: 1995 | | \$ 18.98 | | \$ 18.98 | \$ 0.00 | 12 | \$ 0.00 | |
| Previous Year: 1994 | | \$ 18.34 | | \$ 18.34 | \$ 0.00 | 12 | \$ 0.00 | |
| Previous Year: 1993 | | \$ 17.91 | | \$ 17.91 | \$ 0.00 | 12 | \$ 0.00 | |
| Previous Year: 1992 | | \$ 17.35 | | \$ 17.35 | \$ 0.00 | 12 | \$ 0.00 | |
| Previous Year: 1991 | | \$ 16.52 | | \$ 16.52 | \$ 0.00 | 4 | \$ 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: 1/98
 Department: Parks

Report Number: 98-1652
 Effective Date: 1/3/91

| Description | New Title/Range | Top Step of Range for New Title (Hourly Rate) | Old Title/Range | Top Step of Range for Old Title (Hourly Rate) | \$ Difference Between Top Step of Range for New/Old Title | No. of Months | Cost | 12 months at 1998 Rate |
|----------------------------|--|---|--|---|---|---------------|----------------|------------------------|
| | Public Relations Specialist, Senior (Range: 33.0A) | \$ 23.35 | Public Information Specialist, Senior (Range: 33.0A) | \$ 23.35 | \$ 0.00 | 4 | \$ 0.00 | \$ 0.00 |
| Current Year Ends 12/31/98 | | \$ 23.35 | | \$ 23.35 | \$ 0.00 | 12 | \$ 0.00 | |
| Previous Year: 1997 | | \$ 22.76 | | \$ 22.76 | \$ 0.00 | 12 | \$ 0.00 | |
| Previous Year: 1996 | | \$ 22.12 | | \$ 22.12 | \$ 0.00 | 12 | \$ 0.00 | |
| Previous Year: 1995 | | \$ 21.37 | | \$ 21.37 | \$ 0.00 | 12 | \$ 0.00 | |
| Previous Year: 1994 | | \$ 20.87 | | \$ 20.87 | \$ 0.00 | 12 | \$ 0.00 | |
| Previous Year: 1993 | | \$ 20.22 | | \$ 20.22 | \$ 0.00 | 12 | \$ 0.00 | |
| Previous Year: 1992 | | \$ 19.26 | | \$ 19.26 | \$ 0.00 | 12 | \$ 0.00 | |
| Previous Year: 1991 | | | | | | | | |
| 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: 1/98
 Department: Seattle Center

Report Number: 97-1613
 Effective Date: 10/31/97

| 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 1998 Rate |
|---|---------------------------------------|---|--|---|---|---------------|--------------------------|------------------------|
| Current Year Ends 12/31/98 Previous Year: 1997 | Capital Projects Coord (Range N/A) | \$ 26.73 \$ 26.73 | Asst Capital Projects Coord (Range N/A) | \$ 24.76 \$ 24.76 | \$ 1.97 \$ 1.15 | 4 3 | \$ 1,371.12 \$ 600.30 | \$ 4,113.36 |
| Subtotal | | | | | | | \$ 1,971.42 | \$ 4,113.36 |
| Plus 16.56% for Benefits | | | | | | | \$ 326.47 | \$ 681.17 |
| Cost Estimate Per Position | | | | | | | \$ 2,297.89 | \$ 4,794.53 |
| Number of Positions | | | | | | 1 | | 1 |
| Total Cost Estimate | | | | | | | \$ 2,297.89 | \$ 4,794.53 |

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/98
Department: Seattle Center
Report Number: 97-1619
Effective Date: 10/28/97

| 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 1998 Rate |
|----------------------------|-----------------------------|---|----------------------------|---|---|---------------|-------------------|------------------------|
| Current Year Ends 12/31/98 | Admin Spec II (Range 22.5B) | \$ 15.66 | Admin Spec I (Range 20.5B) | \$ 14.51 | \$1.15 | 4 | \$800.40 | \$2,401.20 |
| Previous Year: 1997 | | \$ 15.66 | | \$ 14.51 | \$1.15 | 3 | \$600.30 | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Subtotal | | | | | | | \$1,400.70 | \$2,401.20 |
| Plus 16.56% for Benefits | | | | | | | \$231.96 | \$397.64 |
| Cost Estimate Per Position | | | | | | | \$1,632.66 | \$2,798.84 |
| Number of Positions | | | | | | | 1.00 | 1.00 |
| Total Cost Estimate | | | | | | | \$1,632.66 | \$2,798.84 |

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/98
Department: Seattle Center
Report Number: 97-1620
Effective Date: 11/25/97

| 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 1998 Rate |
|----------------------------|---|---|------------------------------------|---|---|---------------|--------------------|------------------------|
| Current Year Ends 12/31/98 | Recycling Program Specialist (Range: 24.0A) | \$ 16.57 | Maintenance Laborer (Range: 21.5E) | \$ 15.05 | \$ 1.52 | 4 | \$ 1,057.92 | \$ 3,173.76 |
| Previous Year: 1997 | | \$ 16.57 | | \$ 15.05 | \$ 1.52 | 2 | \$ 528.96 | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Subtotal | | | | | | | \$ 1,586.88 | \$ 3,173.76 |
| Plus 16.56% for Benefits | | | | | | | \$ 262.79 | \$ 525.57 |
| Cost Estimate Per Position | | | | | | | \$ 1,849.67 | \$ 3,699.33 |
| Number of Positions | | | | | | 1 | 1 | 1 |
| Total Cost Estimate | | | | | | | \$ 1,849.67 | \$ 3,699.33 |

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/98
 Department: Seattle Center

Report Number: 97-1622
 Effective Date: 11/19/97

| 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 1998 Rate |
|----------------------------|----------------------------------|---|------------------------------|---|---|---------------|--------------------|------------------------|
| Current Year Ends 12/31/98 | Landscape Supervisor (Range: NA) | \$ 21.85 | Gardener, Senior (Range: NA) | \$ 17.53 | \$ 4.32 | 4 | \$ 3,006.72 | \$ 9,020.16 |
| Previous Year: 1997 | | \$ 21.85 | | \$ 17.53 | \$ 4.32 | 2 | \$ 1,503.36 | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Subtotal | | | | | | | \$ 4,510.08 | \$ 9,020.16 |
| Plus 16.56% for Benefits | | | | | | | \$ 746.87 | \$ 1,493.74 |
| Cost Estimate Per Position | | | | | | | \$ 5,256.95 | \$ 10,513.90 |
| Number of Positions | | | | | | 1 | | |
| Total Cost Estimate | | | | | | | \$ 5,256.95 | \$ 10,513.90 |

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/98
Department: Seattle Center
Report Number: 97-1623
Effective Date: 11/20/97

| 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 1998 Rate |
|----------------------------|--|---|--|---|---|---------------|--------------------|------------------------|
| | Events Service Representative, Senior (Range: 33.0A) | \$ 23.35 | Events Service Representative (Range: 30.0A) | \$ 20.85 | \$ 2.50 | 4 | \$ 1,740.00 | \$ 5,220.00 |
| | | \$ 23.35 | | \$ 20.85 | \$ 2.50 | 2 | \$ 870.00 | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Subtotal | | | | | | | \$ 2,610.00 | \$ 5,220.00 |
| Plus 16.56% for Benefits | | | | | | | \$ 432.22 | \$ 864.43 |
| Cost Estimate Per Position | | | | | | | \$ 3,042.22 | \$ 6,084.43 |
| Number of Positions | | | | | | | 1.00 | 1.00 |
| Total Cost Estimate | | | | | | | \$ 3,042.22 | \$ 6,084.43 |

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/98
 Department: Seattle Public Utilities

Report Number: 97-1585c
 Effective Date: 8/28/97

| 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 1998 Rate |
|----------------------------|---|---|--|---|---|---------------|-------------------|------------------------|
| Current Year Ends 12/31/98 | 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 |
| Previous Year: 1997 | | \$15.66 | | \$14.51 | \$1.15 | 5 | \$1,000.50 | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Subtotal | | | | | | | \$1,800.90 | \$2,401.20 |
| Plus 16.56% for Benefits | | | | | | | \$298.23 | \$397.64 |
| Cost Estimate Per Position | | | | | | | \$2,099.13 | \$2,798.84 |
| Number of Positions | | | | | | 1 | 1 | 1 |
| Total Cost Estimate | | | | | | | \$2,099.13 | \$2,798.84 |

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/98
 Department: Seattle Public Utilities

Report Number: 97-1586c
 Effective Date: 10/8/97

| 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 1998 Rate |
|----------------------------|-------------------------------------|---|------------------------------------|---|---|---------------|--------------------|------------------------|
| Current Year Ends 12/31/98 | Accounting Tech I (Range: 20.5B) | \$ 14.51 | Data Entry Operator (Range: NA) | \$ 12.73 | \$ 1.78 | 4 | \$ 1,238.88 | \$ 3,716.64 |
| Previous Year: 1997 | | \$ 14.51 | | \$ 12.73 | \$ 1.78 | 3 | \$ 929.16 | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Subtotal | | | | | | | | |
| Plus 16.56% for Benefits | | | | | | | \$ 359.03 | \$ 615.48 |
| Cost Estimate Per Position | | | | | | | \$ 2,527.07 | \$ 4,332.12 |
| Number of Positions | | | | | | 1 | | 1 |
| Total Cost Estimate | | | | | | | \$ 2,527.07 | \$ 4,332.12 |

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/98
 Department: Seattle Public Utilities

Report Number: 97-1587c
 Effective Date: 9/25/97

| 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 1998 Rate |
|----------------------------|---|---|--|---|---|---------------|-------------------|------------------------|
| | Civil Engineering Specialist, Associate (Range: NA) | \$24.52 | Civil Engineering Specialist, Assistant II (Range: NA) | \$20.91 | \$3.61 | 4 | \$2,512.56 | \$7,537.68 |
| Current Year Ends 12/31/98 | | \$24.52 | | \$20.91 | \$3.61 | 4 | \$2,512.56 | |
| Previous Year: 1997 | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Subtotal | | | | | | | \$5,025.12 | \$7,537.68 |
| Plus 16.56% for Benefits | | | | | | | \$832.16 | \$1,248.24 |
| Cost Estimate Per Position | | | | | | | \$5,857.28 | \$8,785.92 |
| Number of Positions | | | | | | 1 | 1 | 1 |
| Total Cost Estimate | | | | | | | \$5,857.28 | \$8,785.92 |

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/98
 Department: Seattle Public Utilities

Report Number: 97-1596c
 Effective Date: 10/17/97

| 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 1998 Rate |
|----------------------------|--|---|---|---|---|---------------|-------------------|------------------------|
| Current Year Ends 12/31/98 | Systems Analyst, Senior (Range: 37.5A) | \$ 27.73 | Management Systems Analyst (Range: 33.0A) | \$ 23.35 | \$ 4.38 | 4 | \$3,048.48 | \$9,145.44 |
| Previous Year: 1997 | | \$ 27.73 | | \$ 23.35 | \$ 4.38 | 3 | \$2,286.36 | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Subtotal | | | | | | | \$5,334.84 | \$9,145.44 |
| Plus 16.56% for Benefits | | | | | | | \$883.45 | \$1,514.48 |
| Cost Estimate Per Position | | | | | | | \$6,218.29 | \$10,659.92 |
| Number of Positions | | | | | | 1 | | |
| Total Cost Estimate | | | | | | | \$6,218.29 | \$10,659.92 |

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/98
 Department: Seattle Public Utilities

Report Number: 97-1599
 Effective Date: 1/1/93

| 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 1998 Rate |
|----------------------------|---|---|---|---|---|---------------|------------------|------------------------|
| Current Year Ends 12/31/98 | Environmental Field Supervisor (Range: 31.0A) * | | Environmental Field Specialist, Supervisor (Range: 31.0A) | | | | \$0.00 \$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 | 1 |
| Total Cost Estimate | | | | | | | \$0.00 | \$0.00 |

* NOTE: Based on the request from Labor Relations, this classification recommendation finalizes an earlier agreement between the City and Local 17. All pay issues have been resolved and paid out through separate legislation.

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/98
 Department: Seattle Public Utilities

Report Number: 97-1607c
 Effective Date: 9/25/97

| 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 1998 Rate |
|----------------------------|--|---|-----------------------------|---|---|---------------|--------------------|------------------------|
| Current Year Ends 12/31/98 | Systems Analyst, Senior (Range: 37.5A) | \$ 27.73 | Systems Analyst (Range: NA) | \$ 23.59 | \$ 4.14 | 4 | \$ 2,881.44 | \$ 8,644.32 |
| Previous Year: 1997 | | \$ 27.73 | | \$ 23.59 | \$ 4.14 | 4 | \$ 2,881.44 | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Subtotal | | | | | | | \$ 5,762.88 | \$ 8,644.32 |
| Plus 16.56% for Benefits | | | | | | | \$ 954.33 | \$ 1,431.50 |
| Cost Estimate Per Position | | | | | | | \$ 6,717.21 | \$ 10,075.82 |
| Number of Positions | | | | | | 1 | | 1 |
| Total Cost Estimate | | | | | | | \$ 6,717.21 | \$ 10,075.82 |

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/98
 Department: Seattle Public Utilities

Report Number: 97-1608c
 Effective Date: 4/15/96

| 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 1998 Rate |
|----------------------------|---|---|---------------------------------------|---|---|---------------|-------------------|------------------------|
| Current Year Ends 12/31/98 | Capital Projects Coordinator (Range: NA) | \$26.73 | Civil Engineer, Senior (Range: NA) | \$24.76 | \$1.97 | 4 | \$1,371.12 | \$4,113.36 |
| Previous Year: 1997 | | \$26.73 | | \$24.76 | \$1.97 | 12 | \$4,113.36 | |
| Previous Year: 1996 | | \$26.05 | | \$24.13 | \$1.92 | 9 | \$3,006.72 | |
| Subtotal | | | | | | | \$8,491.20 | \$4,113.36 |
| Plus 16.56% for Benefits | | | | | | | \$1,406.14 | \$681.17 |
| Cost Estimate Per Position | | | | | | | \$9,897.34 | \$4,794.53 |
| Number of Positions | | | | | | 1 | 1 | 1 |
| Total Cost Estimate | | | | | | | \$9,897.34 | \$4,794.53 |

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/98
 Department: Seattle Public Utilities

Report Number: 97-1615
 Effective Date: 12/5/97

| 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 1998 Rate |
|----------------------------|--|---|---------------------------|---|---|---------------|-------------------|------------------------|
| Current Year Ends 12/31/98 | Public Education Program Specialist (Range: 29.0A) | \$20.04 | Naturalist (Range: 26.0A) | \$17.86 | \$2.18 | 4 | \$1,517.28 | \$4,551.84 |
| Previous Year: 1997 | | \$20.04 | | \$17.86 | \$2.18 | 1 | \$379.32 | |
| | | | | | | | | |
| | | | | | | | | |
| Subtotal | | | | | | | \$1,896.60 | \$4,551.84 |
| Plus 16.56% for Benefits | | | | | | | \$314.08 | \$753.78 |
| Cost Estimate Per Position | | | | | | | \$2,210.68 | \$5,305.62 |
| Number of Positions | | | | | | | 1.5 | 1.5 |
| Total Cost Estimate | | | | | | | \$3,316.02 | \$7,958.44 |

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/98
 Department: Transportation

Report Number: 97-1387
 Effective Date: 2/4/97

| 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 1998 Rate |
|----------------------------|---|---|---|---|---|---------------|-------------------|------------------------|
| Current Year Ends 12/31/98 | Administrative Specialist III - BU (Range: 24.5B) | \$ 16.88 | Administrative Specialist I - BU (Range: 20.5B) | \$ 14.51 | \$ 2.37 | 4 | \$1,649.52 | \$4,948.56 |
| Previous Year: 1997 | | \$ 16.88 | | \$ 14.51 | \$ 2.37 | 11 | \$4,536.18 | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Subtotal | | | | | | | \$6,185.70 | \$4,948.56 |
| Plus 16.56% for Benefits | | | | | | | \$1,024.35 | \$819.48 |
| Cost Estimate Per Position | | | | | | | \$7,210.05 | \$5,768.04 |
| Number of Positions | | | | | | 1 | | 1 |
| Total Cost Estimate | | | | | | | \$7,210.05 | \$5,768.04 |

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/98
Department: Transportation
Report Number: 97-1391
Effective Date: 2/4/97

| 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 1998 Rate |
|----------------------------|---|---|--|---|---|---------------|--------------------|------------------------|
| Current Year Ends 12/31/98 | Administrative Specialist III - BU (Range: 24.5B) | \$ 16.88 | Administrative Specialist II - BU (Range: 22.5B) | \$ 15.66 | \$ 1.22 | 4 | \$ 849.12 | \$ 2,547.36 |
| Previous Year: 1997 | | \$ 16.88 | | \$ 15.66 | \$ 1.22 | 11 | \$ 2,335.08 | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Subtotal | | | | | | | \$ 3,184.20 | \$ 2,547.36 |
| Plus 16.56% for Benefits | | | | | | | \$ 527.30 | \$ 421.84 |
| Cost Estimate Per Position | | | | | | | \$ 3,711.50 | \$ 2,969.20 |
| Number of Positions | | | | | | 1 | 1 | 1 |
| Total Cost Estimate | | | | | | | \$ 3,711.50 | \$ 2,969.20 |

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/98
 Department: Transportation (SEATRAN)

Report Number: 97-1392
 Effective Date: 8/19/96

| 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 1998 Rate |
|----------------------------|---|---|---|---|---|---------------|---------------------|------------------------|
| Current Year Ends 12/31/98 | Personnel Specialist, Assistant (Range: 25.0) | \$17.22 | Civil Engineering Specialist, Assistant I (Range: 27.5) | \$18.92 | (\$1.70) | 4 | (\$1,183.20) | (\$3,549.60) |
| Previous Year: 1997 | | \$17.22 | | \$18.92 | (\$1.70) | 12 | (\$3,549.60) | |
| Previous Year: 1996 | | \$16.78 | | \$18.44 | (\$1.66) | 4 | (\$1,155.36) | |
| | | | | | | | | |
| | | | | | | | | |
| Subtotal | | | | | | | (\$5,888.16) | (\$3,549.60) |
| Plus 16.56% for Benefits | | | | | | | (\$975.08) | (\$587.81) |
| Cost Estimate Per Position | | | | | | | (\$6,863.24) | (\$4,137.41) |
| Number of Positions | | | | | | 1 | 1 | 1 |
| Total Cost Estimate | | | | | | | (\$6,863.24) | (\$4,137.41) |

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/98
 Department: Transportation

Report Number: 97-1393
 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 1998 Rate |
|----------------------------|--|---|--|---|---|---------------|--------------------|------------------------|
| Current Year Ends 12/31/98 | Transportation Planner, Assistant (Range: 28.5C) | \$ 19.65 | Research and Evaluation Assistant (Range: 27.5A) | \$ 18.92 | \$ 0.73 | 4 | \$ 508.08 | \$ 1,524.24 |
| Previous Year: 1997 | | \$ 19.65 | | \$ 18.92 | \$ 0.73 | 11 | \$ 1,397.22 | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Subtotal | | | | | | | \$ 1,905.30 | \$ 1,524.24 |
| Plus 16.56% for Benefits | | | | | | | \$ 315.52 | \$ 252.41 |
| Cost Estimate Per Position | | | | | | | \$ 2,220.82 | \$ 1,776.65 |
| Number of Positions | | | | | | 1 | | 1 |
| Total Cost Estimate | | | | | | | \$ 2,220.82 | \$ 1,776.65 |

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/98
 Department: Transportation

Report Number: 97-1398
 Effective Date: 2/28/97

| 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 1998 Rate |
|----------------------------|------------------------------------|---|--|---|---|---------------|--------------------|------------------------|
| Current Year Ends 12/31/98 | Civil Engineer, Senior (Range: NA) | \$ 29.10 | Traffic Control Supervisor Assistant (Range: NA) | \$ 28.76 | \$ 0.34 | 4 | \$ 236.64 | \$ 709.92 |
| Previous Year: 1997 | | \$ 29.10 | | \$ 28.76 | \$ 0.34 | 11 | \$ 650.76 | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Subtotal | | | | | | | \$ 887.40 | \$ 709.92 |
| Plus 16.56% for Benefits | | | | | | | \$ 146.95 | \$ 117.56 |
| Cost Estimate Per Position | | | | | | | \$ 1,034.35 | \$ 827.48 |
| Number of Positions | | | | | | 1 | 1 | 1 |
| Total Cost Estimate | | | | | | | \$ 1,034.35 | \$ 827.48 |

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/98
 Department: Transportation

Report Number: 97-1489
 Effective Date: 6/21/94

| 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 1998 Rate |
|----------------------------|----------------------------------|---|---------------------------------|---|---|---------------|--------------------|------------------------|
| | Accounting Technician II (22.5B) | \$ 15.66 | Accounting Technician I (20.5B) | \$ 14.51 | \$ 1.15 | 4 | \$ 800.40 | \$ 2,401.20 |
| Current Year Ends 12/31/98 | | \$ 15.66 | | \$ 14.51 | \$ 1.15 | 12 | \$ 2,401.20 | |
| Previous Year: 1997 | | | | | | | | |
| Previous Year: 1996 | | \$ 15.26 | | \$ 14.14 | \$ 1.12 | 12 | \$ 2,338.56 | |
| Previous Year: 1995 | | \$ 14.83 | | \$ 13.74 | \$ 1.09 | 12 | \$ 2,275.92 | |
| Previous Year: 1994 | | \$ 14.33 | | \$ 13.28 | \$ 1.05 | 7 | \$ 1,278.90 | |
| | | | | | | | | |
| Subtotal | | | | | | | \$9,094.98 | \$2,401.20 |
| Plus 16.56% for Benefits | | | | | | | \$1,506.13 | \$397.64 |
| Cost Estimate Per Position | | | | | | | \$10,601.11 | \$2,798.84 |
| Number of Positions | | | | | | 1 | 1 | 1 |
| Total Cost Estimate | | | | | | | \$10,601.11 | \$2,798.84 |

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/98
 Department: Transportation

Report Number: 98-1638
 Effective Date: 1/3/91

| Description | New Title/Range | Top Step of Range for New Title (Hourly Rate) | Old Title/Range | Top Step of Range for Old Title (Hourly Rate) | \$ Difference Between Top Step of Range for New/Old Title | No. of Months | Cost | 12 months at 1998 Rate |
|----------------------------|--------------------|---|-----------------------|---|---|---------------|---------------|------------------------|
| Current Year Ends 12/31/98 | Signal Electrician | \$0 | Accounting Technician | \$0 | \$0.00 | 4 | \$0.00 | \$0.00 |
| Previous Year: 1997 | | \$0 | III - BU | \$0 | \$0.00 | 12 | \$0.00 | \$0.00 |
| Previous Year: 1996 | | \$0 | | \$0 | \$0.00 | 12 | \$0.00 | \$0.00 |
| Previous Year: 1995 | | \$0 | | \$0 | \$0.00 | 12 | \$0.00 | \$0.00 |
| Previous Year: 1994 | | \$0 | | \$0 | \$0.00 | 12 | \$0.00 | \$0.00 |
| Previous Year: 1993 | | \$0 | | \$0 | \$0.00 | 12 | \$0.00 | \$0.00 |
| Previous Year: 1992 | | \$0 | | \$0 | \$0.00 | 12 | \$0.00 | \$0.00 |
| Previous Year: 1991 | | \$0 | | \$0 | \$0.00 | 12 | \$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 | 1 |
| Total Cost Estimate | | | | | | | \$0.00 | \$0.00 |

Note: This is a correction of a title. The salary was never changed, therefore there is no monetary impact.
 This salary for this position has continued to be administered as a Signal Electrician.

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/98
 Department: Transportation

Report Number: 98-1666
 Effective Date: 7/9/96

| Description | New Title/Range | Top Step of Range for New Title (Hourly Rate) | Old Title/Range | Top Step of Range for Old Title (Hourly Rate) | \$ Difference Between Top Step of Range for New/Old Title | No. of Months | Cost | 12 months at 1998 Rate |
|----------------------------|--|---|-------------------------------------|---|---|---------------|------------------|------------------------|
| Current Year Ends 12/31/98 | Bridge Operations General Supervisor (Range: NA) | \$ 22.93 | Warehouse Supervisor (Range: NA) | \$ 22.48 | \$ 0.45 | 4 | \$ 313.20 | \$ 939.60 |
| Previous Year: 1997 | | \$ 22.93 | | \$ 22.48 | \$ 0.45 | 6 | \$ 469.80 | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Subtotal | | | | | | | \$ 783.00 | \$ 939.60 |
| Plus 16.56% for Benefits | | | | | | | \$ 129.66 | \$ 155.60 |
| Cost Estimate Per Position | | | | | | | \$ 912.66 | \$ 1,095.20 |
| Number of Positions | | | | | | | 1 | 1 |
| Total Cost Estimate | | | | | | | \$ 912.66 | \$ 1,095.20 |

ATTACHMENT C

First Quarter 1998 - Non-Project Costing by departments (Attachment C)

| Department: City Light | | | | | | | | | |
|-------------------------------|-------------------------------|---|---------------------|----------------|-----------------------------------|-------------------------------|----------------------------|------------------------------|----------|
| Report No. | New Title | Old Title | Number of Positions | Effective Date | Estimated Cost (Through 12/31/98) | Cost of Previous 1998 Actions | Total Cost of 1998 Actions | 12 Months Cost at 1998 Rates | |
| 97-1280 | Associate Electrical Engineer | Electrical Engineering Design Specialist, Assistant | 2 | 4/21/97 | \$10,124 | | | \$9,346 | |
| 97-1360 | Systems Programmer Analyst | Data Assistant | 1 | 1/4/93 | \$53,438 | | | \$13,337 | |
| Department Totals: | | | | | | | | | \$22,683 |

| Department: Executive--Civil Rights | | | | | | | | | |
|--|-----------------------------------|------------------------------|---------------------|----------------|-----------------------------------|-------------------------------|----------------------------|------------------------------|---------|
| Report No. | New Title | Old Title | Number of Positions | Effective Date | Estimated Cost (Through 12/31/98) | Cost of Previous 1998 Actions | Total Cost of 1998 Actions | 12 Months Cost at 1998 Rates | |
| 97-1566 | Civil Rights Analyst, Supervising | Civil Rights Analyst, Senior | 1 | 12/1/97 | \$1,906 | | | \$4,575 | |
| Department Totals: | | | | | | | | | \$4,575 |

| Department: Executive--Intergovernmental Relations | | | | | | | | | |
|---|--------------------------------|--------------------------|---------------------|----------------|-----------------------------------|-------------------------------|----------------------------|------------------------------|---------|
| Report No. | New Title | Old Title | Number of Positions | Effective Date | Estimated Cost (Through 12/31/98) | Cost of Previous 1998 Actions | Total Cost of 1998 Actions | 12 Months Cost at 1998 Rates | |
| 97-1561 | Administrative Staff Assistant | Administrative Secretary | 1 | 10/24/97 | \$2,793 | | | \$6,279 | |
| Department Totals: | | | | | | | | | \$6,279 |

| Department: Executive--Management & Planning | | | | | | | | | |
|---|---------------------|---------------|---------------------|----------------|-----------------------------------|-------------------------------|----------------------------|------------------------------|-----------|
| Report No. | New Title | Old Title | Number of Positions | Effective Date | Estimated Cost (Through 12/31/98) | Cost of Previous 1998 Actions | Total Cost of 1998 Actions | 12 Months Cost at 1998 Rates | |
| 97-1520 | Strategic Advisor 3 | Director VIII | 1 | 1/1/97 | (\$511) | | | (\$1,533) | |
| Department Totals: | | | | | | | | | (\$1,533) |

First Quarter 1998 - Non-Project Costing by departments (Attachment C)

| Department: Executive Services | | | | | | | | | |
|--------------------------------|-------------------------|---|---------------------|----------------|-----------------------------------|-------------------------------|----------------------------|------------------------------|--|
| Report No. | New Title | Old Title | Number of Positions | Effective Date | Estimated Cost (Through 12/31/98) | Cost of Previous 1998 Actions | Total Cost of 1998 Actions | 12 Months Cost at 1998 Rates | |
| 97-1519 | PC&RM Manager 1 | Contracting Services Administrator | 1 | 1/7/98 | \$2,888 | | | \$8,664 | |
| 98-1636 | Janitor, Senior-DAS/CL | Janitor, Lead-DAS/CL | 1 | 1/2/91 | \$0 | | | \$0 | |
| 98-1645 | Systems Analyst | Data Processing Systems Analyst | 1 | 1/2/91 | \$0 | | | \$0 | |
| 98-1646 | Systems Analyst, Senior | Data Processing Systems Analyst, Senior | 1 | 1/20/98 | \$0 | | | \$0 | |
| Department Totals: | | | | | \$2,888 | | | \$8,664 | |

| Department: Fire | | | | | | | | | |
|---------------------------|---------------------------------|----------------------------------|---------------------|----------------|-----------------------------------|-------------------------------|----------------------------|------------------------------|--|
| Report No. | New Title | Old Title | Number of Positions | Effective Date | Estimated Cost (Through 12/31/98) | Cost of Previous 1998 Actions | Total Cost of 1998 Actions | 12 Months Cost at 1998 Rates | |
| 98-1643 | Administrative Specialist I | Administrative Support Assistant | 1 | 12/30/97 | \$1,268 | | | \$3,042 | |
| 98-1644 | Personnel Specialist, Assistant | Administrative Specialist I | 1 | 10/28/97 | \$3,847 | | | \$6,596 | |
| 98-1676 | Equal Employment Coordinator | Industrial Hygienist, Certified | 1 | 2/9/98 | \$7,606 | | | \$6,084 | |
| Department Totals: | | | | | \$12,721 | | | \$15,722 | |

| Department: Housing & Human Services | | | | | | | | | |
|--------------------------------------|----------------------------|-------------------------------|---------------------|---------------------------|-----------------------------------|-------------------------------|----------------------------|------------------------------|--|
| Report No. | New Title | Old Title | Number of Positions | Effective Date | Estimated Cost (Through 12/31/98) | Cost of Previous 1998 Actions | Total Cost of 1998 Actions | 12 Months Cost at 1998 Rates | |
| 97-1349/1 | Finance Analyst, Assistant | Accounting Technician II-BU | 2 | 7/8/97 | \$11,723 | | | \$14,067 | |
| 97-1349/2 | Finance Analyst, Assistant | Accountant | 1 | 7/8/97 | (\$1,501) | | | (\$1,801) | |
| 97-1493 | Human Services Coordinator | Grants & Contracts Specialist | 1 | 30 days after ord passage | (\$584) | | | (\$1,752) | |
| Department Totals: | | | | | \$9,638 | | | \$10,514 | |

First Quarter 1998 - Non-Project Costing by departments (Attachment C)

| Department: Municipal Court | | | | | | | | | |
|-----------------------------|----------------------------|---------------|---------------------|----------------|-----------------------------------|-------------------------------|----------------------------|------------------------------|--|
| Report No. | New Title | Old Title | Number of Positions | Effective Date | Estimated Cost (Through 12/31/98) | Cost of Previous 1998 Actions | Total Cost of 1998 Actions | 12 Months Cost at 1998 Rates | |
| 98-1670 | Management Systems Analyst | Court Cashier | 1 | 2/5/98 | \$6,011 | | | \$18,034 | |
| | | | Department Totals: | | | | | | |
| | | | | | \$6,011 | | | \$18,034 | |

| Department: Neighborhoods, Department of | | | | | | | | | |
|--|----------------------------|-----------------------------|---------------------|----------------|-----------------------------------|-------------------------------|----------------------------|------------------------------|--|
| Report No. | New Title | Old Title | Number of Positions | Effective Date | Estimated Cost (Through 12/31/98) | Cost of Previous 1998 Actions | Total Cost of 1998 Actions | 12 Months Cost at 1998 Rates | |
| 97-1285 | Systems Programmer Analyst | Administrative Specialist I | 1 | 5/16/97 | \$16,817 | | | \$16,818 | |
| | | | Department Totals: | | | | | | |
| | | | | | \$16,817 | | | \$16,818 | |

First Quarter 1998 - Non-Project Costing by departments (Attachment C)

| Department: Parks & Recreation | | | | | | | | | |
|---|---|---------------------------------------|---------------------|----------------|-----------------------------------|-------------------------------|----------------------------|------------------------------|--|
| Report No. | New Title | Old Title | Number of Positions | Effective Date | Estimated Cost (Through 12/31/98) | Cost of Previous 1998 Actions | Total Cost of 1998 Actions | 12 Months Cost at 1998 Rates | |
| 97-1342A | Facilities Maintenance Worker | Installation Maintenance Worker | 1 | 6/6/95 | \$4,334 | | | \$1,509 | |
| 97-1560 | Construction & Maintenance Equipment Operator | Truck Driver | 1 | 11/13/95 | \$14,724 | | | \$4,527 | |
| 98-1650 | Public Relations Specialist | Public Information Specialist | 1 | 9/6/91 | \$0 | | | \$0 | |
| 98-1652 | Public Relations Specialist, Senior | Public Information Specialist, Senior | 1 | 1/3/91 | \$0 | | | \$0 | |
| Department Totals: | | | | | \$19,058 | | | \$6,036 | |

First Quarter 1998 - Non-Project Costing by departments (Attachment C)

| Department: Seattle Center | | | | | | | | | |
|----------------------------|---------------------------------------|---|---------------------|----------------|-----------------------------------|-------------------------------|----------------------------|------------------------------|--|
| Report No. | New Title | Old Title | Number of Positions | Effective Date | Estimated Cost (Through 12/31/98) | Cost of Previous 1998 Actions | Total Cost of 1998 Actions | 12 Months Cost at 1998 Rates | |
| 97-1613 | Capital Projects Coordinator | Capital Projects Coordinator, Assistant | 1 | 10/31/97 | \$2,298 | | | \$4,795 | |
| 97-1619 | Administrative Specialist II-BU | Administrative Specialist I-BU | 1 | 10/28/97 | \$1,633 | | | \$2,799 | |
| 97-1620 | Recycling Program Specialist | Maintenance Laborer | 1 | 11/25/97 | \$1,850 | | | \$3,699 | |
| 97-1622 | Landscape Supervisor | Gardener, Senior | 1 | 11/19/97 | \$5,257 | | | \$10,514 | |
| 97-1623 | Events Service Representative, Senior | Events Service Representative | 1 | 11/20/97 | \$3,042 | | | \$6,084 | |
| Department Totals: | | | | | \$14,079 | | | \$27,891 | |

| Department: Seattle Public Utilities | | | | | | | | | |
|--------------------------------------|---|--|---------------------|----------------|-----------------------------------|-------------------------------|----------------------------|------------------------------|--|
| Report No. | New Title | Old Title | Number of Positions | Effective Date | Estimated Cost (Through 12/31/98) | Cost of Previous 1998 Actions | Total Cost of 1998 Actions | 12 Months Cost at 1998 Rates | |
| 97-1585 | Administrative Specialist II-BU | Administrative Specialist I-BU | 1 | 8/28/97 | \$2,099 | | | \$2,799 | |
| 97-1586 | Accounting Technician I-BU | Data Entry Operator | 1 | 10/8/97 | \$2,527 | | | \$4,332 | |
| 97-1587 | Civil Engineering Specialist, Associate | Civil Engineering Specialist, Assistant II | 1 | 9/25/97 | \$5,857 | | | \$8,786 | |
| 97-1596 | Systems Analyst, Senior | Management Systems Analyst | 1 | 10/17/97 | \$6,218 | | | \$10,660 | |
| * 97-1599 | Environmental Field Supervisor | Environmental Field Specialist Supervisor | 1 | 1/1/93 | \$0 | | | \$0 | |
| 97-1607 | Systems Analyst, Senior | Systems Analyst | 1 | 9/25/97 | \$6,717 | | | \$10,076 | |
| 97-1608 | Capital Projects Coordinator | Civil Engineering, Senior | 1 | 4/15/96 | \$9,897 | | | \$4,795 | |
| 97-1615 | Public Education Program Specialist | Naturalist | 1 | 12/5/97 | \$3,316 | | | \$7,958 | |
| Department Totals: | | | | | \$36,632 | | | \$49,406 | |

First Quarter 1998 - Non-Project Costing by departments (Attachment C)

| Department: Transportation | | | | | | | | | |
|-----------------------------------|--------------------------------------|--|---------------------|----------------|-----------------------------------|-------------------------------|----------------------------|------------------------------|--|
| Report No | New Title | Old Title | Number of Positions | Effective Date | Estimated Cost (Through 12/31/98) | Cost of Previous 1998 Actions | Total Cost of 1998 Actions | 12 Months Cost at 1998 Rates | |
| 97-1387 | Administrative Specialist III-BU | Administrative Specialist I-BU | 1 | 2/4/97 | \$7,210 | | | \$5,768 | |
| 97-1391 | Administrative Specialist III-BU | Administrative Specialist II-BU | 1 | 2/4/97 | \$3,712 | | | \$2,969 | |
| 97-1392 | Personnel Specialist, Assistant | Civil Engineering Specialist, Assistant I ilo Assistant Personnel Specialist | 1 | 8/19/96 | (\$6,863) | | | (\$4,137) | |
| 97-1393 | Transportation Planner, Assistant | Research and Evaluation Assistant | 1 | 2/5/97 | \$2,221 | | | \$1,777 | |
| 97-1398 | Civil Engineer, Senior | Civil Engineer, Associate ilo Traffic Control Supv, Asst | 1 | 2/28/97 | \$1,034 | | | \$827 | |
| 97-1489 | Accounting Technician II | Accounting Technician I | 1 | 6/21/94 | \$10,601 | | | \$2,799 | |
| ** 98-1638 | Signal Electrician | Accounting Technician II-BU | 1 | 1/3/91 | \$0 | | | \$0 | |
| 98-1666 | Bridge Operations General Supervisor | Warehouser Supervisor | 1 | 7/9/96 | \$913 | | | \$1,095 | |
| Department Totals: | | | | | \$18,827 | | | \$11,098 | |

ALL DEPARTMENTS (GRAND TOTAL)

| Estimated Cost (Through 12/31/98) | Cost of Previous 1998 Actions | Total Cost of 1998 Actions | 12 Months Cost at 1998 Rates |
|-----------------------------------|-------------------------------|----------------------------|------------------------------|
| \$204,423 | | | \$196,186 |
| GRAND TOTALS: | | | |

* Report #97-1599: Based on the request from Labor Relations, this classification recommendation finalizes an earlier agreement between the City and Local 17. All pay issues have been resolved and paid out through separate legislation.

** Report #98-1638: This is a correction of a title. The salary was never changed, therefore there is no monetary impact. This salary for this position has continued to be administered as a Signal Electrician.

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:

Martha Chase

FOR CITY COUNCIL PRESIDENT USE ONLY

COMMITTEE(S) REFERRED TO:

PRESIDENT'S SIGNATURE

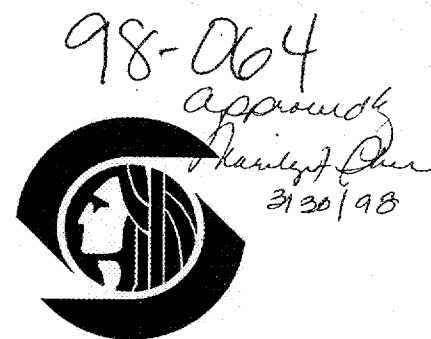
City of Seattle
Executive Services Department
City Budget Office

Anne Fiske Zuniga, Budget Director
Dwight Dively, Director, Executive Services
Paul Schell, Mayor

COPY RECEIVED

98 MAR 24 AM 9:55

SEATTLE CITY ATTORNEY



March 23, 1998

The Honorable Mark Sidran
City Attorney

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 titles, retitling, reclassifying, and setting compensation for certain positions in various City departments; creating a new title and salary in various City departments; retitling positions in various City departments resulting from classification reconsiderations subsequent to the adoption of the 1998 Budget; correcting titles as shown Ordinances #118913, #118780 and #118777; recommending for 1998 exemption of some positions and approving all for inclusion in the Accountability Pay for Executives (APEX) or Strategic Advisor Compensation Program in City departments as recommended by the Management Compensation Review Committee and Executive Compensation Review Committee, effective 1/7/98; allocating certain classified service positions to the Manager Classification System, effective 1/7/98; 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.

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 the City Budget Office. Any specific questions regarding the legislation can be directed to Elaine Marklund at 684-8053.

Sincerely,

Paul Schell
Mayor

by *Elaine Marklund for*

ANNE FISKE-ZUNIGA
Budget Director

STATE OF WASHINGTON - KING COUNTY

92623
City of Seattle, City Clerk

-SS-

No. ORD. TITLES

City of Seattle

TITLE-ONLY PUBLICATION

The full text of the following ordinances, passed by the City Council on April 20, 1998, 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 894-8344.

ORDINANCE NO. 118967

AN ORDINANCE relating to the Executive Services Department; authorizing the Executive Services Director to execute a lease agreement with Main Street Associates for office and storage space in the Third and Main Building at 220 Third Avenue So. in Seattle.

ORDINANCE NO. 118968

AN ORDINANCE relating to the 1997 budget; authorizing the carry forward of certain unexpended appropriations to the 1998 budget of various departments for both capital and non-capital purposes and abandoning certain unspent 1997 appropriations, all by a three-fourths vote of the City Council.

ORDINANCE NO. 118969

AN ORDINANCE related to the 1997 Annual Budget; increasing and decreasing certain expenditure allowances in the 1997 budgets of various City departments and agencies from various City funds to provide for various costs and expenses not provided for in the 1997 Budget, and appropriating and transferring money from various City funds, including the Emergency Subfund; all by a three-fourths vote of the City Council.

ORDINANCE NO. 118970

AN ORDINANCE establishing titles, retitling, reclassifying, and setting compensation for certain positions in various City departments; creating a new title and salary in various City departments; retitling positions in various City departments resulting from classification reconsiderations subsequent to the adoption of the 1998 Budget; correcting titles as shown on Ordinance #118913, #118780 and #118777; recommending for 1998 exemption of some positions and approving all for inclusion in the Accountability Pay for Executives (APEX) or Strategic Adviser Compensation Program in City departments as recommended by the Management Compensation Review Committee and Executive Compensation Review Committee, effective 1/7/98; allocating certain classified service positions to the Manager Classification System, effective 1/7/98; 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 PIP-PIN, City Clerk.

Date of official publication in Daily Journal of Commerce, Seattle, May 1, 1998. 5/1(92623)

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: 118967-118970

was published on

05/01/98

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

R. Patterson

Subscribed and sworn to before me on

05/01/98

McCluney

Notary Public for the State of Washington, residing in Seattle