

Ordinance No. 119089

Council Bill No. 112243

The City of Seattle
Council Bill/Ordinance

AN ORDINANCE retitling certain exempt positions in the Legislative Department, adopting a new compensation plan for those positions, and amending Seattle Municipal Code Section 4.20.040 to provide for wage progression therefor.

passed 4-0
7-20-98 Full
CEY

CF No. _____

Date Introduced: <u>JUL 6 1998</u>		
Date 1st Referred: <u>JUL 6 1998</u>	To: (committee)	Finance & Budget Committee
Date Re - Referred:	To: (committee)	
Date Re - Referred:	To: (committee)	
Date of Final Passage: <u>7-20-98</u>	Full Council Vote: <u>7-0</u>	
Date Presented to Mayor: <u>7-20-98</u>	Date Approved: <u>JUL 22 1998</u>	
Date Returned to City Clerk: <u>JUL 22 1998</u>	Date Published: <u>588</u>	T.O. _____ P.T. <input checked="" type="checkbox"/>
Date Vetoes by Mayor:	Date Veto Published:	
Date Passed Over Veto:	Veto Sustained:	

This file is complete and ready

Law Department

Law Dept. Review

ORDINANCE 119089

AN ORDINANCE retitling certain exempt positions in the Legislative Department, adopting a new compensation plan for those positions, and amending Seattle Municipal Code Section 4.20.040 to provide for wage progression therefor.

WHEREAS, the City is evaluating overall changes to its classification and compensation systems, and has committed to appropriate systems redesign pursuant to the following principles: (a) increased job flexibility with avenues of advancement via skills expansion, performance excellence, and technical expertise as appropriate; (b) objective and understandable job measurement tools; (c) alignment with the labor markets in which the City competes for employees; (d) a performance pay component; and (e) employee and managerial accountability and authority for work performance; and

WHEREAS, the success of this systems redesign effort depends in part on the ability to tailor job classification and compensation systems to meet the unique needs of specific employing units or employee groups; and

WHEREAS, the Legislative Department retitled and adopted a new compensation plan for the City Auditor, City Clerk, Central Staff Director, Administrative Director, and Legislative Analysts, effective January 7, 1998;

NOW THEREFORE;

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1.

A. The following exempt positions are retitled to Strategic Advisor—Audit, with no change in status, effective September 1, 1998:

<u>CURRENT TITLE</u>	<u>POSITION NUMBER</u>
Program Evaluation Analyst, Senior	00024218
Program Evaluation Analyst, Senior	00024246
Program Evaluation Analyst, Senior	00024219
Program Evaluation Analyst, Senior	00025539
Program Evaluation Analyst, Senior	00024248
Program Evaluation Analyst, Senior	00024247
Program Evaluation Analyst, Supervisor	00024223
Program Evaluation Analyst, Supervisor	00024224

1 B. Effective August 1, 1998, a new salary band is established for Strategic Advisor—
2 Audit with a minimum pay rate of \$44,531 and a maximum pay rate of \$81,967. The
3 appointing authority shall have the discretion to pay incumbents in positions titled
4 Strategic Advisor—Audit a base salary anywhere within the band in accordance with
5 placement criteria established by the Executive Manager—Legislative (City
6 Auditor). The appointing authority will adjust this salary band at least
7 biennially based on the assessment of the labor market(s) in which the employing
8 unit competes for these titles. Individuals' base salaries may be adjusted by a
9 percentage change equivalent to the biennial market adjustment, at the discretion of
10 the appointing authority.

11 C. The appointing authority may award to an employee appointed to Strategic
12 Advisor—Audit a lump sum payment of up to eight percent (8%) of base salary, in
13 addition to base salary, for recognition of the accomplishment of goals and work
14 outcomes at the completion of an annual evaluation period. Any lump sum payment
15 made pursuant to this subsection shall be considered a part of regular compensation,
16 prorated annually, for purposes of withholding retirement contributions and
17 calculating retirement benefits for affected employees who are members of the City
18 Employees' Retirement System.

19 Section 2. Subsection A of Seattle Municipal Code Section 4.20.040, Ordinance 97330
20 as amended, is further amended as follows:

21 A. An employee shall be granted the first automatic step increase in salary rate upon
22 completion of six (6) months of service when hired at the first step of the salary
23 range, and succeeding automatic step increases shall be granted after twelve (12)
24 months of "actual service" from the date of eligibility for the last step increase to the
25 maximum of the range; provided, that officers and employees in the following
26 position classes shall be paid on the basis of the applicable criteria designated for
27 each class, position, or program title:

28 Accountability Pay for Executives Program. The Personnel Director shall
29 recommend to the City Council the assignment of included positions to and within
30 one (1) of four (4) market groups. The appointing authority shall have the discretion
31 to pay individual employees a salary within the recommended market group. The

1 appointing authority may petition the Mayor for discretion to place individual
2 employees in a market group other than the recommended placement, and the Mayor
3 is authorized to approve, deny or modify such petitions, within the parameters of the
4 Accountability Pay for Executives Program, codified at Section 4.20.380 SMC.
5 Subsequent increases or modifications to the individual's base salary shall be in
6 accordance with the Program.

7 Manager Compensation Program. The Personnel Director shall recommend
8 to the City Council the allocation of included positions to one (1) of three (3) pay
9 zones. The appointing authority shall have discretion to pay a Manager a salary
10 within the appropriate zone. Subsequent increases or modifications to an
11 individual's base salary shall be in accordance with the Program, codified at Section
12 4.20.400 SMC.

13 Strategic Advisor Compensation Program. The Personnel Director shall
14 recommend to the City Council the allocation of included positions to one (1) of
15 three (3) pay zones. The appointing authority shall have discretion to pay a Strategic
16 Advisor a salary within the appropriate zone. Subsequent increases or modifications
17 to an individual's base salary shall be in accordance with the Program, codified at
18 Section 4.20.420 SMC.

19 Strategic Advisor—Legislative and Strategic Advisor—Audit. The
20 appointing authority shall have the discretion to pay a Strategic Advisor—Legislative
21 or a Strategic Advisor—Audit a salary within the pay band established by ordinance
22 for ~~((the))~~ each title.

23 Executive Manager—Legislative. The appointing authority shall have the
24 discretion to pay an Executive Manager—Legislative a salary within the pay band
25 established for the title.

26 Legislative Assistants. The City Councilmember to whom a Legislative
27 Assistant reports shall have discretion for salary placement and modification, within
28 the parameters of the base salary structure designed for the title.

29 Student Accountant and Planning Intern. The first step of the respective
30 salary range shall be paid to third-year college or university students and the second

1 step shall be paid to those who have completed their third year of such academic
2 training.

3 Student Engineer. The first step of the salary range shall be paid to students
4 who have actually commenced a course of studies leading to an engineering degree,
5 the second step to students who have completed their first year of such studies, the
6 third step to students who have completed their second year, and the fourth step to
7 students who have completed the third year of such academic training.

8 Auto Machinist Apprentice, Electrician Constructor Apprentice, Lineman
9 Apprentice. Beginning apprentices shall receive the first step of the salary range
10 assigned to the class to which appointed and shall receive a salary step increase each
11 six (6) months unless otherwise recommended in writing by the Joint Advisory
12 Apprenticeship Committee and the Personnel Director and approved by the City
13 Council.

14 Assistant Corporation Counsel. Assistants Corporation Counsel shall be paid
15 such step in the salary range assigned to the position as may be determined by the
16 Corporation Counsel.

17 Job Trainee Program. Beginning trainees shall receive the first step of the
18 salary range assigned to the job class to which appointed and shall receive a salary
19 step increase each six (6) months unless otherwise recommended by the Personnel
20 Director.

21 Recreation Personnel. Employees in temporary or intermittent positions
22 titled:

23 Recreation Leader

24 Recreation Attendant

25 Life Guard, Beach and Pool

26 Manager, Beach and Pool

27 Pianist

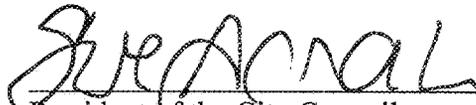
28 shall receive the salary step in the range assigned to the class in which employed as
29 determined by the Superintendent of Parks and Recreation, subject to approval by the
30 Budget Director.

1 Seasonal Tour Guides and Forest Guards. Employees filling seasonal
2 positions of Tour Guide or Forest Guard shall receive the first step of the salary
3 range assigned to the class for the first period of employment and shall receive a step
4 increase each additional season employed in such capacity until the maximum salary
5 step is reached.

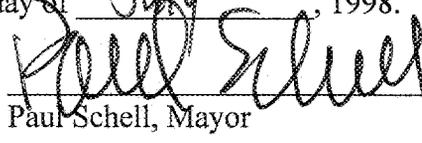
6 Section 3. Any acts made consistent with the authority and prior to the effective date of
7 this ordinance are hereby ratified and confirmed.
8

9 Section 4. This ordinance shall take effect and be in force thirty (30) days from and after
10 its approval by the Mayor, but if not approved and returned by the Mayor within ten (10)
11 days after presentation, it shall take effect as provided by Municipal Code Section 1.04.020.
12

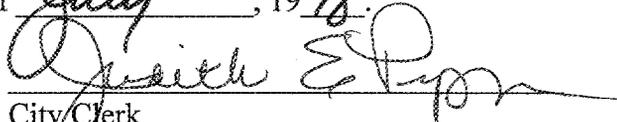
13 Passed by the City Council the 20 day of July, 1998, and signed by
14 me in open session in authentication of its passage this 20 day of July,
15 1998.

16 
17 _____
18 President of the City Council

19
20 Approved by me this 20th day of July, 1998.

21 
22 _____
23 Paul Schell, Mayor

24
25 Filed by me this 20th day of July, 1998.

26 
27 _____
28 City Clerk
29
30

(SEAL)

ATTACHMENT A

Office of City Auditor
Salary Placement Criteria

The Office of City Auditor will align base salaries with their skills and productivity. After the initial placement, auditors will be evaluated annually and their base salary will be adjusted to reflect their productivity and skill development. Staff initially placed below \$57,290 will have their salaries adjusted every six months to reflect skills growth. Salary placement will be based 75% on skills and 25% on productivity assessment.

Skills: Staff will receive a rating of 1 to 4 for each of the below skill areas. In all areas, except Systematic Audit Application, staff will be rated using the performance criteria established by the U.S. General Accounting Office for auditors (see attached). Staff will receive a score of 1 if their performance level is equivalent to GAO's band 1 fully successful, 2 if equivalent to GAO's band 1 outstanding, 3 if equivalent to GAO's band 2 fully successful and 4 if equivalent to GAO's band 2 outstanding. Systematic audit application will be assigned based on the City Auditor's judgement of how thorough the staff member applied office policies and procedures.

Planning--Includes identifying potential audit topics, ascertaining City Council, public, and/or Executive Departments interest, and contributing to office work issue area plans; determining the resources needed for specific assignments, including the need for technical assistance; determining the scope and objectives of assignments (coordinating work to avoid conflict and duplication, identifying alternatives and constraints to planned work, sources of information, and methodology); designing the method(s) of communication to meet the customer's needs; terminating unproductive work; keeping informed of administrative policy governing work; and planning own work time.

Data Gathering and Documentation--Acquiring and documenting relevant data to develop supportable conclusions and recommendations or otherwise fulfill project objectives, including researching and identifying data sources and data collections strategies, identifying missing data, and ensuring that data is current and accurate.

Data Analysis--Organizing, tabulating, contrasting, and combining data or information to produce findings, conclusions, and recommendations; applying professionally accepted analytical techniques, determining validity, reliability, and quality of data and the adequacy of evidence supporting findings or conclusions.

Written Communication--Preparing and reviewing a variety of written products including issue area and assignment plans, interview write-ups, workpapers, workpaper summaries, report segments, chapters, technical appendixes, complete reports or testimony, newsletters, data collection instruments, internal and external correspondence, administrative documentation, performance appraisals, and speeches and professional articles.



Oral Communication--Includes communicating with office management, City Councilmembers, department officials, peers, subordinate staff; department personnel, City Council testimony, and presentations to professional associations and private citizens or groups.

Working Relations--Establishing and maintaining effective and constructive working relationships with people both inside and outside of the Office. Promoting teamwork within the Office and with department personnel. Ensuring that principles of equal opportunity and respect for diversity are properly observed.

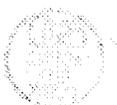
Supervision--Delegating work; setting clear expectations; ensuring accuracy, compliance with objectives, sufficiency of supporting documentation and compliance with Office policies, ensuring use of Office procedures including the Master Checklist.

Systematic Application--This refers to approaching work systematically and using Office procedures including the Master Checklist.

	(1 to 4 scale)	weight	Total
Planning-		2	
Data Gathering and Documentation		2	
Data Analysis		2	
Oral Communication		1	
Written Communication		1	
Working Relations--internal		1	
Working Relations--external		1	
Supervision		1	
Systematic application		1.5	
TOTAL			

Productivity: Productivity will be assessed looking at each auditor's output. Auditors are asked to provide a variety of tasks and the package of outputs from individual Auditors will vary greatly from year to year and from individual. To obtain the maximum score for productivity, an Auditor would need to complete 24 units of work. Units of work will be assessed as follows:

Average Reports	12 units
Average Newsletter	1 unit
Speaking engagement	0.5 unit
Average Consulting engagements	4 units
Putting together an average training course	3 to 6 units
Office Management Tasks	1 unit



Office of City Auditor
Salary Placement Worksheet

Staff Member:

Position:

Pay Zone:\$44,531 to \$81,967

	(1 to 4 scale)	weight	Total
Planning-		2	
Data Gathering and Documentation		2	
Data Analysis		2	
Oral Communication		1	
Written Communication		1	
Working Relations--internal		1	
Working Relations--external		1	
Supervision		1	
Systematic application		1.5	
TOTAL FOR SKILLS			

Average Reports	12 units
Average Newsletter	1 unit
Speaking engagement	0.5 unit
Average Consulting engagements	4 units
Putting together an average training course	3 to 6 units
Office Management Tasks	1 unit
SUBTOTAL FOR PRODUCTIVITY	
TOTAL FOR PRODUCTIVITY (SUBTOTAL DIVIDED BY 24)	

Skills (score x 1.5)	
Productivity (score x 1)	
Total score	

How rating relates to pay placement --

Percent	Pay
95% to 100%	\$81,967
90% to 95%	\$76,601
85% to 90%	\$72,954
80% to 85%	\$66,320
75% to 85%	\$63,162
70% to 75%	\$60,162
65% to 70%	\$57,290
60% to 65%	\$55,990
55% to 60%	\$54,624
50% to 55%	\$53,292
45% to 50%	\$51,992
40% to 50%	\$50,724
35% to 40%	\$49,487
30% to 35%	\$48,280

more than 5 years of auditing experience

more than 3 years of auditing experience

Office of City Auditor
Performance Incentive Pay Plan

Each year, the Office of City Auditor is authorized to pay audit staff up to a bonus of 8 percent of base pay. The bonus will be determined by three factors:

- (1) Productivity.
- (2) Commitment to increasing work-related knowledge and skills.
- (3) Quality of work.

Productivity

Productivity will be assessed by an auditor's annual output. To obtain the maximum score for productivity, an Auditor would need to complete 24 units of work. Units of work will be assessed as follows:

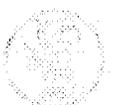
Average Reports	12 units
Average Newsletter	1 unit
Speaking engagement	0.5 unit
Average Consulting engagements	4 units
Coordinating an average training course	1 unit
Developing an average training course	3 to 6 units
Office Management Tasks	1 unit

Commitment to Increasing Knowledge and Skills

The Commitment to increasing knowledge will be gauged by such activities as independent course work, working towards professional certifications such as the CIA or CPA, and participation in professional activities. This will also include developing new training courses and participation as an IIA instructor.

Quality of Work

The quality of an auditors work will be gauged by feedback that the City Auditor will seek from the Office's stakeholders regarding an individual work. This will include members of the City Council, Central Staff, department managers, and audit professionals outside of the City as well as the City Auditor's own judgement as to the quality of the report and recommendation. Among items that will be considered are impact, improved processes, economic impact, and consulting requests a report generates.



ATTACHMENT B

COSTING FOR ORDINANCE

Department: Legislative Department

Effective Date: 9/1/98

Description	New Title/Range	Mid point* of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Old Range to New Mid Point Title	No. of Months	Cost	12 months at 1998 Rate
Current Year Ends 12/31/98	Strategic Advisor-Audit	\$ 30.29	Program Evaluation Analyst, Senior	\$ 27.73	\$ 2.56	4	\$ 1,781.76	\$ 5,345.28
Subtotal							\$ 1,781.76	\$ 5,345.28
Plus 16.56% for Benefits							\$ 295.06	\$ 885.18
Cost Estimate Per Position							\$ 2,076.82	\$ 6,230.46
Number of Positions							6	6
Total Cost Estimate							\$ 12,460.92	\$ 37,382.75

* Per Broadband Compensation Program costing protocols, Broadband Compensation Program positions are costed at midpoint.

COSTING FOR ORDINANCE

Department: Legislative Department

Effective Date: 9/1/98

Description	New Title/Range	Mid point* of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Old Range to New Mid Point Title	No. of Months	Cost	12 months at 1998 Rate
Current Year Ends 12/31/98	Strategic Advisor-Audit	\$ 30.29	Program Evaluation Analyst, Supervisor	\$ 30.39	(\$0.10)	4	(\$69.60)	(\$208.80)
Subtotal							(\$69.60)	(\$208.80)
Plus 16.56% for Benefits							(\$11.53)	(\$34.58)
Cost Estimate Per Position							(\$81.13)	(\$243.38)
Number of Positions						2	2	2
Total Cost Estimate							(\$162.25)	(\$486.75)

* Per Broadband Compensation Program costing protocols, Broadband Compensation Program positions are costed at midpoint.



City of Seattle

Paul Schell, Mayor

Executive Services Department

Dwight D. Dively, Director

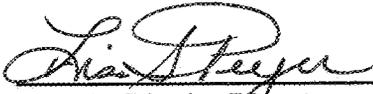
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SEATTLE CITY ATTORNEY

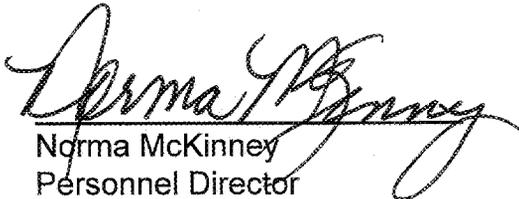
MEMORANDUM

DATE: June 24, 1998

TO: Honorable Sue Donaldson, President
Seattle City Council

Attn: Barbara Gangwer
City Budget Office

FROM: 
Dwight Dively, Director
Executive Services Department


Norma McKinney
Personnel Director

SUBJECT: Proposed Legislation - Compensation for Auditor's Office Positions

The attached ordinance will implement proposed title and salary changes recommended by the Personnel Director for the Auditor's Office staff positions. These positions are recommended for inclusion in the Strategic Advisor broadband for the Legislative Department. The Strategic Advisor - Auditor has been added as a separate occupation to the existing Strategic Advisor - Legislative compensation program.

Section 1 includes positions recommended for redesignation and retitling and establishes new titles and salaries. *Section 2 amends Subsection A of Seattle Municipal Code Section 4.20.040, Ordinance 97330 as amended.*

Attachment A contains a copy of the criteria that will be used by the City Auditor in determining appropriate base salary placement and the variable performance incentive pay plan.

Attachment B contains the costing estimates and are for general use in estimating the approximate budgetary impact of the actions that are on the accompanying ordinance. These estimates do not necessarily reflect formal budgetary appropriations or the amount due to any given employee(s). These estimates are based on the following premises:

Honorable Sue Donaldson, President
Seattle City Council
June 24, 1998
Page 2

- 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 premise 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.

If you have any questions or need additional information, please contact Lidia Santiesteban, Classification/Compensation Director, at 386-9081. Thank you.

DD/NM:lsf

Attachment: Broadband Compensation Ordinance City Auditor's Office

c: Councilmember Martha Choe, Chair
Finance and Budget Committee, Legislative Department
Lidia Santiesteban, Classification/Compensation Director

Fiscal Note

Each piece of legislation that is financial in nature will be accompanied by a fiscal note. The fiscal note should be drafted by department staff and will identify operating, capital, revenue, and FTE impacts of the legislation.

Department:	Contact Person/Phone:	CBO Analyst/Phone:
ESD, Personnel Division, Class/Comp Unit	Linda Yuen Leong/684-7970 Lidia Santiesteban/386-9081	Barbara Gangwer/615-0768

Legislation Title: AN ORDINANCE retitling certain exempt positions in the Legislative Department, adopting a new compensation plan for those positions, and amending Seattle Municipal Code Section 4.20.040 to provide for wage progression therefor.

Summary of the Legislation: Establishes a new compensation plan for positions in the Auditor's Office.

Background (Included justification for the legislation and funding history, if applicable): The Legislative Department retitled and adopted a new compensation plan for the City Auditor, City Clerk, Central Staff Director, Administrative Director, and Legislative Analysts, effective January 7, 1998. This program will define a compensation plan for other professional in this office that were not included at that time.

Sustainability Issues (related to grant awards): None

Estimated Expenditure Impacts: See Attachment B.

One-time \$12,298.67, an estimated cost through 12/31/98.
On-going \$36,896.00, 12 months cost at 1998 rates.

Estimated Revenue Impacts: None.

Estimated FTE Impacts: None.

Do positions sunset in the future? If so, when? No.

Other Issues (including long-term implications of the legislation): None.

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:

Maxine Chase

FOR CITY COUNCIL PRESIDENT USE ONLY

COMMITTEE(S) REFERRED TO: _____

PRESIDENT'S SIGNATURE

STATE OF WASHINGTON - KING COUNTY

95832
City of Seattle, City Clerk

—ss.

No. ORD IN FULL

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

CT:ORD 119089

was published on

07/28/98

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

07/28/98

[Signature]

Notary Public for the State of Washington,
residing in Seattle

