

Ordinance No. 119329

Council Bill No. 112484

An Ordinance amending Seattle Municipal Code Section 4.13.010 to add new titles by a two-thirds vote of the City Council; and amending Seattle Municipal Code Sections 4.20.030 and 4.20.040.

The City of Seattle
Council Bill/Ordinance

CF No. _____

Date Introduced: <u>11-30-98</u>		
Date 1st Referred: <u>11-30-98</u>	To: (committee) <u>Finance & Budget</u>	
Date Re - Referred: <u>12-7-98</u>	To: (committee) <u>DEMC</u>	
Date Re - Referred:	To: (committee)	
Date of Final Passage: <u>1-4-99</u>	Full Council Vote: <u>8-0</u>	
Date Presented to Mayor: <u>12-15-98</u> <u>1-4-99</u>	Date Approved: <u>JAN 15 1999</u>	
Date Returned to City Clerk: <u>JAN 15 1999</u>	Date Published: <u>7 Feb</u>	T.O. <u>Z</u> P.T.
Date Vetoes by Mayor:	Date Veto Published:	
Date Passed Over Veto:	Veto Sustained:	

UOMC 12-10-98
12-14-98 Foll
1-4-99 Foll
CEXCOS

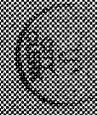
This file is complete and ready

Law Department

Law Dept. Review



The City of Seattle - Legislative Department



Council Bill/Ordinance sponsored by: Choe
Councilmember

Committee Action:

MEMC 12-10-98 2-0 do pass Hold to 1/4/98
12-14-98 Full Council Action: ~~5-0~~ 9-0
1-4-99 Full Council Action: Passed 8-0
(Excused: Choe)

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

Committee: *Martin Choe*

Law Department

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

ORDINANCE 119329

AN ORDINANCE amending Seattle Municipal Code Section 4.13.010 to add new titles by a two-thirds vote of the City Council; and amending Seattle Municipal Code Sections 4.20.030 and 4.20.040.

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. Seattle Municipal Code Section 4.13.010, Subsections A and D, Exemptions from the Civil Service and Public Safety Civil Service Systems (Ordinance 113579 as amended), is hereby amended as follows to include new titles established in support of the Information Technology Professional Compensation Program and the Power Marketing Compensation Program, codified at Seattle Municipal Code Section 4.20.430 and Section 4.20.440, respectively;

4.13.010 Exemptions from the Civil Service and Public Safety Civil Service Systems

<u>EMPLOYING UNIT</u>	<u>TITLES OF EXEMPT POSITIONS</u>
A. All Employing Units	Administrative Secretary
	Assistant to the Superintendent
	Executive Assistant/Secretary
	Executive 1
	Executive 2
	Executive 3
	Executive 4
	<u>Information Technology Professional A, Exempt</u>
	<u>Information Technology Professional B, Exempt</u>

Information Technology Professional C, Exempt

All legal advisors and associate legal advisors to employing units

Manager 1, Exempt

Manager 2, Exempt

Manager 3, Exempt

Office/Maintenance Aide

Strategic Advisor 1, Exempt

Strategic Advisor 2, Exempt

Strategic Advisor 3, Exempt

D. City Light

Power Marketer

SFMS Project Specialist II

Section 2. Seattle Municipal Code Section 4.20.030, Salary upon appointment
(Ordinance 97330 as amended) is hereby further amended as follows:

4.20.030 Salary upon appointment.

A. Every employee, upon initial appointment to any position in the classified service that is not assigned to ~~((the Manager or Strategic Advisor Compensation Program))~~ a compensation program that grants the appointing authority the discretion for setting base salary, shall receive the minimum rate of the salary range fixed for the position, except as provided herein. When the application of this section results in inadequate recognition of a job candidate's qualifications, or when competitive recruiting so requires, payment at other than

1 the prescribed step may be authorized by the appointing authority, in accordance with rules
2 promulgated by the Personnel Director.

3 B. Any position that is exempt from the classified service; or is included within
4 ~~((the Manager Compensation Program, codified at Seattle Municipal Code Section 4.20.400; or~~
5 ~~the Strategic Advisor Compensation Program, codified at Seattle Municipal Code Section~~
6 ~~4.20.420))~~ a compensation program that grants the appointing authority the discretion for
7 setting base salary; may be compensated without further review:
8

9 1. At other than the minimum rate of the appropriate salary range, market
10 group, or pay zone, on initial appointment to the City; and

11 2. At a step or rate other than that prescribed by promotion rules, for
12 subsequent appointments between such positions.
13

14 C. The Personnel Director shall provide a summary report to the City Council
15 annually demonstrating how department authorizations for salary step exceptions met the
16 administrative guidelines, as well as his or her analysis of whether any such exception
17 demonstrated a need for adjustment to the assigned salary range of the relevant position title.
18

19 Section 3. Seattle Municipal Code Section 4.20.040, Time periods for automatic
20 salary increases (Ordinance 97330 as amended), is hereby further amended as follows:

21 **4.20.040 Time periods for automatic salary increases.**

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

3 Accountability Pay for Executives Program. The Personnel Director shall recommend
4 to the City Council the assignment of included positions to and within one (1) of four (4)
5 market groups. The appointing authority shall have the discretion to pay individual employees
6 a salary within the recommended market group. The appointing authority may petition the
7 Mayor for discretion to place individual employees in a market group other than the
8 recommended placement, and the Mayor is authorized to approve, deny or modify such
9 petitions, within the parameters of the Accountability Pay for Executives Program, codified at
10 Section 4.20.380 SMC. Subsequent increases or modifications to the individuals base salary
11 shall be in accordance with the Program.
12

13
14 Manager Compensation Program, Strategic Advisor Compensation Program,
15 Information Technology Professional Compensation Program. The Personnel Director shall
16 recommend to the City Council the allocation of included positions to one (1) of three (3) pay
17 zones. The appointing authority shall have discretion to pay a Manager, Strategic Advisor, or
18 Information Technology Professional a salary within the appropriate zone. Subsequent
19 increases or modifications to an individual's base salary shall be in accordance with the
20 appropriate Program, codified at Section 4.20.400, Section 4.20.420, and Section 4.20.430
21 SMC, respectively.
22

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

3 Strategic Advisor—Legislative, Executive Manager—Legislative and Strategic
4 Advisor--Audit. The appointing authority shall have the discretion to pay a Strategic
5 Advisor—Legislative, Executive Manager—Legislative, or a Strategic Advisor--Audit a salary
6 within the pay band established for each title.

7
8 ~~((Executive Manager—Legislative. The appointing authority shall have the discretion~~
9 ~~to pay an Executive Manager—Legislative a salary within the pay band established for the~~
10 ~~title.))~~ Legislative Assistants. The City Councilmember to whom a Legislative Assistant
11 reports shall have discretion for salary placement and modification, within the parameters of
12 the base salary structure designed for the title.

13
14 Power Marketer. The appointing authority shall have the discretion to pay a Power
15 Marketer a salary within the pay zone established for the title.

16 Student Accountant and Planning Intern. The first step of the respective salary range
17 shall be paid to third-year college or university students and the second step shall be paid to
18 those who have completed their third year of such academic training.

19 Student Engineer. The first step of the salary range shall be paid to students who have
20 actually commenced a course of studies leading to an engineering degree, the second step to
21 students who have completed their first year of such studies, the third step to students who
22 completed their second year, and the fourth step to students who have completed the third year
23 of such academic training.
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1 Auto Machinist Apprentice, Electrician Constructor Apprentice, Lineman Apprentice.
2 Beginning apprentices shall receive the first step of the salary range assigned to the class to
3 which appointed and shall receive a salary step increase each six (6) months unless otherwise
4 recommended in writing by the Joint Advisory Apprenticeship Committee and the Personnel
5 Director and approved by the City Council.

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

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

11 Recreation Personnel. Employees in temporary or intermittent positions titled:

- 12 Recreation Leader
- 13 Recreation Attendant
- 14 Life Guard, Beach and Pool
- 15 Manager, Beach and Pool
- 16 Pianist

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

19 Seasonal Tour Guides and Forest Guards. Employees filling seasonal positions of Tour
20 Guide or Forest Guard shall receive the first step of the salary range assigned to the class for
21 the first period of employment and shall receive a step increase each additional season
22 employed in such capacity until the maximum salary step is reached.
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1 B. For employees assigned salary steps other than the beginning step of the salary
2 range, subsequent salary increases within the salary range shall be granted after twelve (12)
3 months of "actual service" from the appointment or increase, then at succeeding twelve (12)
4 month intervals to the maximum of the salary range established for the class.

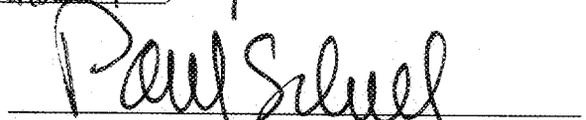
5 Section 4. Any acts made consistent with the authority and prior to the effective date of
6 this ordinance are hereby ratified and confirmed.

7 Section 5. This ordinance shall take effect and be in force thirty (30) days from and
8 after its approval by the Mayor, but if not approved and returned by the Mayor within ten (10)
9 days after presentation, it shall take effect as provided by Municipal Code Section 1.04.020.

10 Passed by a two-thirds vote of the City Council the 4th day of January,
11 1998 and signed by me in open session in authentication of its passage this 4th day of
12 January, 1998.

13 
14 _____
15 President of the City Council

16 Approved by me this 15th day of January, 1998.

17 
18 _____
19 Paul Schell, Mayor

20 Filed by me this 15 day of January, 1998.

21 
22 _____
23 City Clerk

24 (Seal)



City of Seattle

Paul Schell, Mayor

Executive Services Department

Dwight D. Dively, Director

DATE: November 17, 1998

TO: Honorable Sue Donaldson, President
Seattle City Council

FROM:


Dwight Dively, Director
Executive Services Department


Norma McKinney,
Personnel Director

SUBJECT: Proposed Legislation To Amend Seattle Municipal Code

The attached council bill proposes amendments to Seattle Municipal Code Sections 4.13.010, *Exemptions from the Civil Service and Public Safety Civil Service Systems*; 4.20.030, *Salary upon appointment*; and 4.20.040, *Time periods for automatic salary increases*.

These amendments are proposed in support of the Information Technology Professional Compensation Program and the Power Marketing Compensation Program:

- The revision to SMC 4.13.010, requiring a two-thirds vote of the City Council, adds new titles associated with the programs. No new positions are exempted on this ordinance. Legislation allocating positions to the Power Marketing Compensation Program will recommend that all such positions be exempt. Only positions that are awarded the "hot skills" market premium in the Information Technology Professional Compensation Program will be recommended for exemption.
- The revision to SMC 4.20.030 provides that the appointing authority may approve salary step exceptions upon initial or subsequent appointment of an individual to a compensation program for which the appointing authority has base salary-setting discretion. We have been adding each new compensation program by title to this section, and it was becoming cumbersome.
- The revision to SMC 4.20.040 describes the salary progression features for each of the new programs, and simplifies the section by identifying pay programs that have the same salary progression features together, rather than listing each program separately.

Honorable Sue Donahuson
November 17, 1998
Page two

We have added a ratify and confirm section to this council bill because it will have an effective date that is later than the effective date of the legislation adopting the Information Technology Professional Compensation Program.

Your favorable consideration of this proposed legislation is appreciated. Please direct any questions to Norma McKinney, Personnel Director, 684-7870, or Kathy Steinmeyer, Policy Development Unit, 684-7921.

NM/ks
Attachment

C: Councilmember Margaret Pageler, Chair
Utilities and Environmental Management Committee
Maud Daudon, Deputy Mayor
Personnel Division Administrators

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:

Robba Choe

_____	_____
_____	_____
_____	_____
_____	_____

FOR CITY COUNCIL PRESIDENT USE ONLY

COMMITTEE(S) REFERRED TO: _____

PRESIDENT'S SIGNATURE

City of Seattle

ORDINANCE 119529

AN ORDINANCE amending Seattle Municipal Code Section 4.13.010 to add new titles by a two-thirds vote of the City Council, and amending Seattle Municipal Code Sections 4.20.030 and 4.20.040.

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. Seattle Municipal Code Section 4.13.010, Subsections A and D, Exemptions from the Civil Service and Public Safety Civil Service Systems (Ordinance 113579 as amended), is hereby amended as follows to include new titles established in support of the Information Technology Professional Compensation Program and the Power Marketing Compensation Program, codified at Seattle Municipal Code Section 4.20.430 and Section 4.20.440, respectively.

4.13.010 EXEMPTIONS FROM THE CIVIL SERVICE AND PUBLIC SAFETY CIVIL SERVICE SYSTEMS

EMPLOYING UNIT

A. All Employing Units

TITLES OF EXEMPT POSITIONS:

Administrative Secretary
Assistant to the Superintendent
Executive Assistant/Secretary
Executive 1
Executive 2
Executive 3
Executive 4

Information Technology Professional A, Exempt

Information Technology Professional B, Exempt

Information Technology Professional C, Exempt

All legal advisors and associate legal advisors to employing units

Manager 1, Exempt
Manager 2, Exempt
Manager 3, Exempt
Office/Maintenance Aids
Strategic Advisor 1, Exempt
Strategic Advisor 2, Exempt
Strategic Advisor 3, Exempt
D. City Light -- Power Marketer
SEMS Project Specialist II

Section 2. Seattle Municipal Code Section 4.20.030, Salary upon appointment (Ordinance 97336 as amended) is hereby further amended as follows:

4.20.030 SALARY UPON APPOINTMENT

A. Every employee, upon initial appointment to any position in the classified service that is not assigned to (the Manager or Strategic Advisor Compensation Program) a compensation program that grants the appointing authority the discretion for setting base salary shall receive the minimum rate of the salary range fixed for the position, except as provided herein. When the application of this section results in inadequate recognition of a job candidate's qualifications, or when competitive recruiting so requires, payment at other than the prescribed step may be authorized by the appointing authority, in accordance with rules promulgated by the Personnel Director.

B. Any position that is exempt from the classified service, or is included within (the Manager Compensation Program, codified at Seattle Municipal Code Section 4.20.430; or the Strategic Advisor Compensation Program, codified at Seattle Municipal Code Section 4.20.420) a compensation program that grants the appointing authority the discretion for setting base salary may be compensated without further review.

1. At other than the minimum rate of the appropriate salary range, market group, or pay zone, or initial appointment to the City; and

2. At a step or rate other than that prescribed by promotion rules, for subsequent appointments between such positions.

C. The Personnel Director shall provide a summary report to the City Council annually demonstrating how department authorizations for salary step exceptions met the administrative guidelines, as well as other analysis of whether any such ex-

ceptions are warranted. The Personnel Director shall receive a salary step increase each six (6) months unless otherwise recommended by the Personnel Director.

Recreation Personnel. Employees in temporary or intermittent positions titled:
Recreation Leader
Recreation Attendant
Life Guard, Beach and Pool
Manager, Beach and Pool
Pianist

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

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

B. For employees assigned salary steps other than the beginning step of the salary range, subsequent salary increases within the salary range shall be granted after twelve (12) months of "actual service" from the appointment or increase, then at succeeding twelve (12) month intervals to the maximum of the salary range established for the class.

Section 4. Any acts made consistent with the authority and prior to the effective date of this ordinance are hereby ratified and confirmed.

Section 3. This ordinance shall take effect and be in force thirty (30) days from and after its approval by the Mayor, but if not approved and returned by the Mayor within ten (10) days after presentation, it shall take effect as provided by Municipal Code Section 1.04.020.

Passed by a two-thirds vote of the City Council the 4th day of January, 1999 and signed by me in open session in authentication of its passage this 4th day of January, 1999.

SUE DONALDSON,
President of the City Council
Approved by me this 15th day of January, 1999.

PAUL SCHELL,
Mayor
Filed by me this 15th day of January, 1999.

(Seal) JUDITH E. PIPPIN,
City Clerk

Publication ordered by JUDITH PIPPIN,
City Clerk

(Boldface denotes date(s).)

Date of official publication in Daily Journal of Commerce, Seattle, January 25, 1999. 1999/01/25

County Rooster Tax State L&I

COUNTY RECORDS