

Ordinance No. 120483

Council Bill No. 113771

The City of Seattle

Council Bill/Ordinance

AN ORDINANCE, relating to City employment, to be known as the **Second Quarter 2001 Salary Ordinance**, establishing new titles and/or salaries in various departments; designating positions to be exempt from civil service, and amending the Seattle Municipal Code (S.M.C.) 4.13.010, Section 1, Subsection 7, also known as the Exemptions Ordinance (120166); all by a 2/3 vote of the Council.

CF No. _____

| | | |
|------------------------------|-------------|--|
| Date Introduced: | JUL 30 2001 | |
| Date 1st Referred: | JUL 30 2001 | To: (committee) Finance, Budget & Economic Development Committee |
| Date Re - Referred: | | To: (committee) |
| Date Re - Referred: | | To: (committee) |
| Date of Final Passage: | 8-20-01 | Full Council Vote: 8-0 |
| Date Presented to Mayor: | 8-21-01 | Date Approved: 8/29/01 |
| Date Returned to City Clerk: | 8/30/01 | Date Published: 4/00 |
| Date Vetoes by Mayor: | | T.O. <input checked="" type="checkbox"/> F.T. _____ |
| Date Passed Over Veto: | | Date Veto Published: |
| | | Veto Sustained: |

DP 3-0 (JD)

B-20-01 Pas

(E)

This file is complete and ready

Law Department

Law Dept. Review

The City of Seattle - Legislative Department

Council Bill/Ordinance sponsored by: _____

Jan Prago
Councilmember

Committee Action:

DP 3-0 (JD, RM, RC)

8-20-01 Passed 8-0

(Excused: Steinbrueck)

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

Committee: _____

(initial/date)

Department

Law Dept. Review

[Signature]
DMP
Review

[Signature]
City Clerk
Review

[Signature]
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*Jan Prago
For Council
Full Text Attached*

ORDINANCE 120483

1
2 AN ORDINANCE, relating to City employment, to be known as the **Second Quarter**
3 **2001 Salary Ordinance**, establishing new titles and/or salaries in various departments;
4 designating positions to be exempt from civil service, and amending the Seattle
5 Municipal Code (S.M.C.) 4.13.010, Section 1, Subsection 7, also known as the
6 Exemptions Ordinance (120166); all by a 2/3 vote of the Council.

7 **NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:**

8 **SECTION 1. NEW TITLES AND/OR SALARIES.** As recommended by the
9 Personnel Director, the following titles and rates are established, effective as of the date
10 shown in respective reports, letters, or memoranda of understanding/agreement.

11 **Department:** Law
12 **Title:** Claims Adjuster I – Law
13 **Salary Range:** 31.5A
14 **Report:** 00-4583 and 00-4584
15 **Effective:** 1-1-2001

16 **Department:** Law
17 **Title:** Claims Adjuster II – Law
18 **Salary Range:** 34.0A
19 **Report:** 00-4583 and 00-4584
20 **Effective:** 1-1-2001

21 **Department:** Seattle Center
22 **Title:** Parking and Traffic Coordinator
23 **Salary Range:** 25.0A
24 **Report:** 00-4930
Effective: 2-4-2000

Department: Seattle Public Utilities
Title: Watershed Protection Supervisor
Salary Range: 35.5A
Report: 01-5001
Effective: 3-7-2001



Department: Seattle Public Utilities
Title: Utility Service Representative
Salary Range: 28.5A
Report: 01-5067
Effective: 5-2-2000

SECTION 2. Implementing the results of the Represented Information Technology Study by adopting new salaries and specifying conditions for use of one title, effective January 5, 2000 as shown in the respective letter of agreement.

| <u>Title</u> | <u>New Salary Rate</u> |
|---|--|
| Information Technology Technical Support | Salary Range 24.0A: \$15.63-16.17-16.82-17.45-18.14 (2000 rates) Salary Range 24.0A: \$16.24-16.80-17.48-18.13-18.85 (2001 rates) |
| Information Technology Technician | Salary Range 26.5A: \$17.15-17.81-18.48-19.18-19.94 (2000 rates) Salary Range 26.5A: \$17.82-18.50-19.20-19.93-20.72 (2001 rates) |
| Information Technology Specialist | Salary Range 29.5A: \$19.18-19.94-20.71-21.52-22.38 (2000 rates) Salary Range 29.5A: \$19.93-20.72-21.52-22.36-23.25 (2001 rates) |
| Information Technology Programmer Analyst | Salary Range 33.0A: \$21.94-22.83-23.73-24.61-25.56 (2000 rates) Salary Range 33.0A: \$22.80-23.72-24.66-25.57-26.56 (2001 rates) |
| Information Technology Programmer Analyst-Special | Salary: \$22.11-23.04-23.94-24.86-25.83 (2000 rates) Salary: \$22.97-29.94-24.87-25.83-26.84 (2001 rates) |
| Information Technology Systems Analyst | Salary Range 34.5A: \$23.31-24.17-25.05-26.04-27.10 (2000 rates) Salary Range 34.5A: \$24.22-25.11-26.03-27.06-28.16 (2001 rates) |

The incumbents in the current title of Systems Analyst whose positions are allocated to the class of Information Technology Programmer Analyst will be compensated at the rate of Information Technology Programmer Analyst-Special for as long as they remain in the current position. When their current position becomes vacant, the position's title will become Information Technology Programmer Analyst.



Section 3. DESIGNATING POSITIONS AS EXEMPT FROM CIVIL SERVICE

STATUS. As recommended by the Personnel Director in the Classification Determinations specified and attached hereto, one position in Municipal Court and one position in Executive Department, Strategic Planning Office, are designated as exempt from civil service effective as of the date shown in respective reports:

1 position (#10001235) in Municipal Court: Strategic Advisor 2, Exempt (Report #01-4854)

The S.M.C. 4.13.010 (known as the Exemptions Ordinance 120166), Section 1, Subsection 7, is hereby amended as follows:

| <u>Employing Unit</u> | <u>Titles of Exempt Positions</u> |
|------------------------------|---|
| 7. Executive | Administrative Staff Analyst (SPO) (<u>PosNo. 00020490</u>) |
| | <u>Administrative Staff Analyst (SPO) (PosNo. 00026357)</u> |
| | Administrative Staff Assistant (OED) (<u>PosNo. 00024286</u>) |
| | Administrative Staff Assistant (OIR) (<u>PosNo. 00015325</u>) |
| | All directors of offices in the Executive Department |
| | All positions in the Office of the Mayor |
| | Executive Assistant (OCR) (PosNo. 00024628) |

SECTION 4. The heads of respective departments affected by this ordinance are hereby authorized to use unexpended and unencumbered funds accumulating in their respective Budgets to pay the compensation authorized herein.

SECTION 5. The heads of respective departments are authorized to fill such positions subject to civil service and personnel rules and laws.





City of Seattle

Paul Schell, Mayor

Personnel Department

Norma J. McKinney, Director

MEMORANDUM

DATE: July 13, 2001

TO: Honorable Margaret Pageler, President
Seattle City Council

FROM: Norma McKinney
Personnel Director

SUBJECT: Proposed Legislation – Second Quarter 2001 Salary Ordinance

I am submitting for your approval an ordinance relating to City employment that establishes a salary for new titles and salaries for various Departments based on Classification and Compensation reports, designating positions to be exempt from civil service in the Municipal Courts and Executive Departments as designated by the Classification Determination report, and amending the Exemptions Ordinance accordingly.

The costs are based on our standard methodology, as explained in the Annual Costing Summary. These costs are reflected through the individual position actions shown in Attachment B. Most of these costs will also be reflected in the 2001 Costing Summary, next year.

If you have any questions or need additional information, please contact Nancy Schaefer, Classification and Compensation Director, at 386-9081

Attachment

c: Nancy Schaefer, Classification/Compensation Director, Personnel Department



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: ESD, Personnel Division, Class/Comp Unit | Contact Person/Phone: Linda Leong/684-7970 Nancy Schaefer/386-9081 | CBO Analyst/Phone: Greg Petersen/684-8075 |
|---|---|---|

Legislation Title: AN ORDINANCE, relating to City employment, to be known as the Second Quarter 2001 Salary Ordinance establishing new titles and/or salaries in various departments; designating positions to be exempt from civil service, and amending the Seattle Municipal Code (S.M.C.) 4.13.010, Section 1, Subsection 7, also known as the Exemptions Ordinance (120166); all by a 2/3 vote of the Council.

Summary of the Legislation: This legislation includes: two position designations which recommend Civil Service exempt status; four new titles and corresponding salaries for Law, Seattle Center and Seattle Public Utilities; and one revised title with a new salary for Seattle Public Utilities.

Background (Included justification for the legislation and funding history, if applicable): .NA

Sustainability Issues (related to grant awards): None

Estimated Expenditure Impacts: See Attachment B

One-time \$328,184.21 estimated cost through 12/31/2001
On-going \$205,888.56 annual (12 months) cost at 2001 rates.

Estimated Revenue Impacts: None.

Estimated FTE Impacts: None

Do positions sunset in the future? If so, when? None.

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





2001 - Costing Summary by Department

| Department | Request Number | New Title | Old Title | Number of Positions | Effective Date | Annual On-Going (12 Months) at Current Year Rate | Total Estimated Implementation Cost (through 12/31/2001) |
|--------------------|----------------|---|---------------------------------|---------------------|----------------|--|--|
| CITY | 3282 | Information Technology Technician | Data Control Technician, Senior | 4 | 01/05/2000 | \$18,067.18 | \$35,458.05 |
| | 3283 | Information Technology Programmer Analyst-Special | Systems Analyst | 13 | 01/05/2000 | \$0.00 | \$0.00 |
| | 3390 | Information Technology Programmer Analyst | Systems Programmer Analyst | 13 | 01/05/2000 | \$32,656.19 | \$65,312.37 |
| | 3396 | Information Technology Systems Analyst | Systems Analyst | 46 | 01/05/2000 | \$146,662.99 | \$262,215.65 |
| | 5020 | Information Technology Specialist | Help Desk Specialist | 15 | 01/05/2000 | (\$130,069.20) | (\$255,066.07) |
| | | | Department Total | 91 | | \$67,317.15 | \$107,920.00 |
| LAW | 4969 | Claims Adjuster I - Law | Claims Adjuster I | 2 | 01/01/2001 | \$8,985.28 | \$8,985.28 |
| | 4970 | Claims Adjuster II - Law | Claims Adjuster II | 2 | 01/01/2001 | \$9,806.52 | \$9,806.52 |
| | | | Department Total | 4 | | \$18,791.80 | \$18,791.80 |
| SC | 4029 | Parking and Traffic Coordinator | Parking Attendant, Senior | 3 | 02/04/2000 | \$20,869.04 | \$39,069.07 |
| | | | Department Total | 3 | | \$20,869.04 | \$39,069.07 |
| BUD | 5000 | Watershed Protection Supervisor | Watershed Inspector, Chief | 1 | 03/07/2001 | \$0.00 | \$0.00 |
| | 5066 | Utility Service Representative | Administrative Specialist I -BU | 1 | 05/02/2000 | \$14,130.08 | \$23,195.88 |
| | 5103 | Utility Service Representative | Customer Service Representative | 4 | 05/02/2000 | \$41,738.08 | \$68,532.90 |
| | 5104 | Utility Service Representative | Credit Representative | 6 | 05/02/2000 | \$43,042.40 | \$70,674.56 |
| | | | Department Total | 12 | | \$98,910.56 | \$162,403.34 |
| GRAND TOTAL | | | | 110 | | \$205,888.56 | \$328,184.21 |

ACTING
CITY
CLERK

ATTACHMENT A

ACTING
CITY
CLERK

SECTION 1

City of Seattle
Personnel Department
MEMORANDUM



DATE: May 25, 2001

TO: Norma McKinney, Personnel Director

VIA: Nancy Schaefer, Classification/Compensation Director *NS*
John Pearson, Classification/Compensation Supervisor *JP*

FROM: Carl Swanson, Classification/Compensation Analyst *CS*

SUBJECT: Salary report #00-4583 (Claims Adjuster I - Law) and 00-4584 (Claims Adjuster II - Law)

Background

The Law Department has asked that a classification and/or salary review be conducted for the existing titles of Claims Adjuster I and II.

Claims Adjuster I and II are "pay titles"; i.e. there are no job class specifications for these exempt positions. There is no historical information in the Personnel Department classification and compensation files regarding how these salaries were initially determined. Nor is there any similar information for their previous titles, Field Adjuster I and II. In researching the initial salary determination, we sought the assistance of both the Law Department Administrator and the Municipal Archives staff, but were not able to document the rationale behind either the original nor subsequent salary determinations.

Analysis

In their request, the Law Department cited internal alignment as a concern, in addition to the external equity (market) concern. Referenced were comparisons to the Workers' Compensation Analyst/Senior Analyst job class series. However, we did not use the Workers' Compensation Analyst series in this salary review. That is because the current salary and title were arrived at via a Civil Service Commission Stipulation and Order. Stipulation and Order CSC Appeal No. 98-03-001 resolving the salary and classification issues of Workers' Compensation Analyst and Senior, clearly states in (9) that, "The compensation levels established in this Order and agreed to by the parties to this appeal shall not establish any precedent or be used for any purpose in performing future compensation reviews or setting compensation for any other City positions" [emphasis added].



Further, the work has a number of dissimilarities. Workers' Compensation Analysts evaluate medical and legal documentation to determine City employees' eligibility for Workers' Compensation benefits, and manage the resulting claims by analyzing, interpreting, and documenting medical, psychological, legal and vocational data and making and supporting complex and sometimes controversial decisions regarding compensability, appropriate treatment, vocational issues and permanent impairment. Washington State Worker's Compensation Claims Management certification is required.

Claims Adjusters, in contrast, analyze claims against the City of Seattle for legal liability according to applicable state statutes, municipal ordinances, case law, contracts and other internal policies, evaluate the claimed damages, then resolve the claims in the most timely and cost effective manner possible.

No classes were found which are similar enough to the Claims Adjuster I/II to be suitable for internal alignment review.

With their request, the Law Department provided some regional market salary information that they had compiled. We then conducted a salary survey of the local/regional jurisdictions we most commonly use. Job matches were minimal. We received one match for Claims Adjuster I and four for Claims Adjuster II. Generally at least three samples/matches are needed to have a representative sample of our relevant labor market. The job matches for the Claims Adjuster II are displayed below.

CLAIMS ADJUSTER II

| JURISDICTION | Min Salary/yr. | Mid Salary/yr. | Max Salary/yr. | Year |
|--------------------|-----------------|-----------------|-----------------|---------------|
| City of Portland | \$49,318 | \$56,188 | \$63,057 | 6/2000-6/2001 |
| King County | \$45,997 | \$52,262 | \$58,526 | 2001 |
| Pierce County | \$45,957 | \$52,169 | \$58,381 | 2001 |
| Snohomish Co. | \$45,587 | \$50,271 | \$55,434 | 2000 |
| Market Avg. | \$46,715 | \$52,722 | \$58,850 | |
| Seattle | \$45,831 | \$49,527 | \$53,390 | 2001 |

Based on the above data, Seattle is 1.9% below the market at entry, 6.4% below the market at mid-point, and 10.2% below the market at top step.

The usual and customary protocol in salary setting is to set the salary for the journey level, and adjust other levels in a class series accordingly, striving to maintain appropriate existing relationships. However, we did not receive an adequate sample size of survey matches for the "journey"/first level Claims Adjuster I.



Salary comparisons relative to the market are often based on the differential at mid-point because it is a stable comparison even if salary ranges are constructed differently. Therefore, based on the market survey data detailed above, an increase of 6.4% would be supportable. A 6.4% increase to the current top step hourly salary of \$25.57 for the Claims Adjuster II would be \$27.21. The nearest existing salary range, that does not exceed the 6.4% target, is 33.5A. The top step of salary range 33.5A is \$27.06, but that is only 5.8% above the current Claims Adjuster II top step. Use of that salary range would not bring the Claims Adjuster II salary up to the market level. The top step of the next salary range, 34.0A, is \$27.60, which is 7.9% above the current top step of \$25.57.

The existing differential between the Claims Adjuster I and II at midpoint is 10.2%. That would suggest a salary range for Claims Adjuster I with a top step as near as possible to \$24.78. Salary range 31.5A has a top step of \$25.11, which is 9.9% less than \$27.60.

The supervisor of the Claims Adjusters is a Claims Manager, salary range 38.5A. That salary range is \$28.16 - \$32.73. Placement at this salary range provides a sufficient differential between the "senior" level of the Claims Adjusters and the supervisory level. There is no indication of salary compression.

An additional matter relating to the salary and classification review is that currently there is one position (#012482) at Seattle City Light using the Claims Adjuster I title. The duties of that position are not similar enough to those of the Claims Adjusters I in the Law Department to warrant use of the same title. Note that the Law Department asserts that their Claims Adjusters perform functions that can only be undertaken by the Law Department. Seattle Municipal Code Chapter 5.24.005(b) states that "All claims for damages shall be investigated and evaluated by the Law Department. Formal reports concerning any claim will be required from all interested departments, which reports shall constitute and be treated as privileged communications to the City Attorney." For this reason, it is appropriate to give new titles to the Law Department positions, along with the new salaries. Claims Adjuster I - Law and Claims Adjuster II - Law are the proposed titles. Use of these titles will help to differentiate between the work done by Claims Adjusters in the Law Department, and other claims-related work done elsewhere in the City.

Recommendation:

Based on the considerations noted above, it is recommended that two new titles of Claims Adjuster I - Law and Claims Adjuster II - Law be established and that they be assigned salary ranges effective with the passage of the enabling legislation as follows:



City of Seattle
Personnel Department
MEMORANDUM



DATE: May 17, 2001

TO: Norma McKinney, Personnel Director

VIA: Nancy Schaefer, Classification/Compensation Director
John Pearson, Classification/Compensation Supervisor *JP*

FROM: Carl Swanson, Classification/Compensation Analyst *CS*

SUBJECT: Salary Report 00-4930 (Revised), Parking and Traffic Coordinator

Background

The Seattle Center has asked that three existing Senior Parking Attendant positions be reallocated to a new job class, based on a change in duties. This has required development of a new class specification and a salary review. The class specification for the new class of **Parking and Traffic Coordinator** has recently been created (reference report #00-4606).

The Seattle Center's parking program has changed as a result of a managed competition study done several years ago which identified ways and means of securing efficiencies in the operations of their parking facilities. The work unit was "compressed" by eliminating several positions and restructuring the responsibilities of those remaining. The Parking Supervisor and Parking Facilities Coordinator classes are no longer in use. It is anticipated that they will be abolished. Some duties formerly assigned to the Parking Supervisor and the Parking Facilities Coordinator have migrated to other jobs. Also, an Associate Transportation Planner position has been assigned to the program.

The overall result is that the Senior Parking Attendants have taken on duties which exceed the class concept of the Parking Supervisor class, but do not rise to the level of Parking Facilities Coordinator. Thus the need for the new class, titled Parking and Traffic Coordinator.



The tables below show the current and proposed structure of the Parking Attendant class series and salaries.

Table 1 Current Structure

| TITLE | SALARY |
|--------------------------------|---|
| Parking Attendant | \$12.49 - \$12.99 - \$13.50 - \$14.00 - \$14.54 |
| Sr. Parking Attendant | \$14.95 - \$15.52 - \$16.11 - \$16.71 |
| Parking Supervisor | \$16.24 - \$16.80 - \$17.48 - \$18.13 - \$18.85 |
| Parking Facilities Coordinator | \$18.85 - \$19.59 - \$20.32 - \$21.10 - \$21.95 |

Table 2 Proposed Structure

| TITLE | SALARY |
|---------------------------------|---|
| Parking Attendant | \$12.49 - \$12.99 - \$13.50 - \$14.00 - \$14.54 |
| Sr. Parking Attendant | \$14.95 - \$15.52 - \$16.11 - \$16.71 |
| Parking and Traffic Coordinator | \$16.80 - \$17.48 - \$18.13 - \$18.85 - \$19.59 |

Analysis

The new Parking and Traffic Coordinator class will represent the third and highest level in the re-structured Parking Attendant class series. The top step for Senior Parking Attendant is \$16.71. There is generally a 4% - 8% pay differential between senior and supervisory levels in City class series. However, the new class of Parking and Traffic Coordinator is not just a supervisory level, it also has some distinct program responsibilities. Thus it could support a differential greater than 8%.

Also, in the existing class series, which is a combination of represented and non-represented titles, there is a 14.9% differential between the "journey" and "senior" levels, a 12.8% differential between the "senior" and "supervisor" levels, and a 16.4% differential between the "first level supervisor" and the "second level supervisor". Maintaining the current differential of 14.9% over the senior level, at top step, would suggest a top step salary of \$19.20. Salary range 24.5A has a top step of \$19.20. However, this would only represent a 1.86% increase over the old Supervisor level, which would be insufficient to recognize the additional duties at this level. Salary range 25.0A has a top step of \$19.59 which is a 3.9% increase over the old Supervisor level and thereby better differentiates between these levels.



As part of the salary review process, a market salary survey was conducted. Unfortunately, there was only one match which does not establish a relevant local external labor market for our position.

Based on the above, it is recommended that a new Parking and Traffic Coordinator class be established in the Parking Attendant class series, at salary range 25.0A effective February 4, 2000.

Approved:


Norma McKinney, Personnel Director

6/11/01
Date





COMPENSATION DETERMINATION REPORT

Date: May 14, 2001 Report No.: 01-5001

CLASSIFICATION IDENTIFICATION
Classification Title: Watershed Protection Supervisor
Ordinance Title: Watershed Protection Supervisor
Bargaining Unit: 030 Current Salary: NA

RECOMMENDED ACTION
Action: Revised title Salary Change New Salary
Recommended Salary: \$25.11 - \$29.24 Range: 35.5A
Bargaining Unit: 030 Legislation Required: Yes - New salary to align with revised title.
Effective Date: 3/7/01 to correlate w/ date when class specification for Watershed Inspector Chief was revised to Watershed Protection Supervisor.

RECOMMENDATION
This compensation report is being recommended in conjunction with to a title change requested by Seattle Public Utilities. Per the Director of the Watershed Management Division, the title change (Class Spec Report No. 5056506) was requested to align the job title of the manager/supervisors of the three sections in the Watershed Management Division. This compensation report is to establish the compensation for the revised title of Watershed Protection Supervisor. The salary correlates to the salary given the old title of Watershed Inspector, Chief. This action is effective March 7, 2001, which corresponds to the date the title was revised.

Recommended: Steve Aspiras SA Sr. Class/Comp Analyst
Approved: John Pearson Class/Comp Supervisor
Nancy Schaefer Class/Comp Director
Norma McKinney Personnel Director





CLASSIFICATION/COMPENSATION DETERMINATION REPORT

Date: June 11, 2001 Report No.: 01-5067

CLASSIFICATION IDENTIFICATION
Classification Title: Utility Service Representative
Ordinance Title: Utility Service Representative
Bargaining Unit: 004 Current Salary: New Title

RECOMMENDED ACTION
Action: Salary Change New Salary
Recommended Salary: \$19.20 - \$22.36 Range: 28.5A
Bargaining Unit: 004 Legislation Required: Yes (New Title)
Effective Date: May 2, 2000 which coincides with completion of cross training and the service model roll out.

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

Approved: John Pearson *JP* Classification/Compensation Supervisor

Nancy Schaefer *NS* Classification/Compensation Director

Norma McKinney *NMB* Personnel Director



Source of Request:

These positions were reviewed as a result of a request from the Director of the Utility Services Teams of Seattle Public Utilities (SPU). The request is based on changes in complexity and composition of duties as a result of the cross training of positions in a variety of titles to serve as the primary contacts representing the commercial and residential customers of SPU. The new program and concept of a one-stop, tailored method for interacting with their customer base reflects the issues and complexities in service delivery in a multi-utility environment. This report is to establish a new title and salary for Utility Service Representative. A forthcoming classification determination report will identify and allocate current positions located in the Utility Services Team Division. Positions in the following titles have completed cross training to perform this new body of work. The positions include: four (4) Customer Service Representatives, six (6) Credit Representatives and one (1) Administrative Specialist I.

Background:

As part of the City's reorganization and compilation of the water, drainage, solid waste and wastewater utilities and select elements of City Light, the Utility Services Team Division was created and three subsequent reviews of other groups of positions completed. This request represents the remaining group of positions that moved from a single utility/task focussed environment to a more complex, multiple utility scope of work.

For the first year, intensive training allowed the positions to learn, understand and apply work practices and responsibilities that span the full spectrum of this expanded and combined work. They implemented process design changes incorporating a multiple utility approach. The substantial completion of cross training and service model roll out occurred on May 2, 2000.

The intent was to allow the employees to put their training to use, as well as to provide a period of time for the City and the Union to negotiate the potential impacts in the event that the City decided to regularly combine the duties. Updated PDQs were submitted and revisions to the class specification were made to better reflect the work being conducted.

External (Market) Comparison:

Prior salary survey work performed for other titles in the Utility Services Team Division verified that this type of work in other jurisdictions is typically performed with a singular utility emphasis. For our prior surveys we used a custom list of jurisdictions, as well as referrals from the American Water Works Association. After receiving responses back from several jurisdictions and completing the survey data charts, we found no appropriate matches due to the multiple utility duties. A majority of jurisdictions only managed one utility, and in a few instances up to two.

Internal Comparison:

Since survey data could not be used, an internal comparison with similar titles was conducted and a comparison chart developed to recommend the salary for the new body of work. Titles used were:

- ◆ Electrical Service Representative (ESR)
- ◆ Utility Account Representative I & II (UAR I & II)
- ◆ Customer Service Representative (CSR) and Sr. CSR
- ◆ Credit Representative (CR) and Sr. CR
- ◆ and Meter Reader (MR) and Sr. MR.



Based on the customer service aspect of these jobs, the duties of the subject positions aligned closest to the Electrical Service Representative title. Incumbents in both the ESR and USR titles must make similar decisions and solve problems concerning service requirements and the coordination of the delivery of services. Both titles serve as the primary resource and on-site contact representing their respective department and area of expertise, either electrical or multi-utility customer service. They differ from the other titles by the level of complexity of the work and on-site technical advice they give to customers. The title of ESR was not appropriate due to the electrical knowledge and skills required for the title. A new title and salary for Utility Service Representative was agreed on with Local 17 based on the expanded and combined emphasis of service, credit and the added complexities of four separate utilities.

Recommendation:

Based on information gathered in the review of these positions, a new title of Utility Service Representative is recommended with a salary of \$19.20 - \$22.36 (range 28.5A).





SECTION 2

LETTER OF AGREEMENT
BETWEEN
CITY OF SEATTLE
AND THE
INTERNATIONAL FEDERATION OF
PROFESSIONAL AND TECHNICAL ENGINEERS, LOCAL 17

The City recognizes I.F.P.T.E., Local 17, as the exclusive representative for the titles of Information Technology Technical Support; Information Technology Technician; Information Technology Specialist; Information Technology Programmer Analyst; Information Technology Programmer Analyst-Special; and Information Technology Systems Analyst. The titles of Information Technology Technical Support and Information Technology Technician will be accreted to the Technical Unit; and the titles of Information Technology Specialist, Information Technology Programmer Analyst, Information Technology Programmer Analyst-Special, and Information Technology Systems Analyst will be accreted to the Professional Unit of the collective bargaining agreement. The parties agree to the following salaries with a January 5, 2000 effective date:

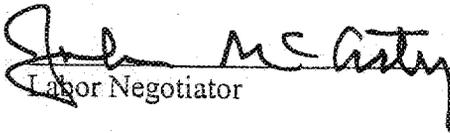
Information Technology Technical Support - Salary Range 24.0A
Information Technology Technician - Salary Range 26.5A
Information Technology Specialist - Salary Range 29.5A
Information Technology Programmer Analyst - Salary Range 33.0A
Information Technology Programmer Analyst-Special - \$22.11 - 23.04 - 23.94 - 24.86 - 25.83
Information Technology Systems Analyst - Salary Range 34.5A

The parties agree that in the context of the information technology classification study, incumbents in the current title of Systems Analyst whose positions are allocated to the class of Information Technology Programmer Analyst will be compensated at the rate of Information Technology Programmer Analyst-Special for as long as they remain in their current position. When their current position becomes vacant, the position's title will become Information Technology Programmer Analyst.

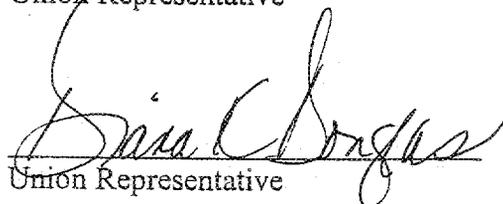
Signed this 29 day of May, 2001.

For the City:

For the Union:


Labor Negotiator


Union Representative


Union Representative



ACTING
CITY
CLERK

SECTION 3



CLASSIFICATION DETERMINATION REPORT

Date: March 6, 2001 **Report No.:** 01-4854

POSITION IDENTIFICATION

Department: Municipal Court
Classification Title: TBD
Ordinance Title: TBD
Position Number: 10001235
Bargaining Unit: 030 **Current Salary and Range:** N/A

RECOMMENDED ACTION

Classification Title: N/A – Exempt
Ordinance Title: Strategic Advisor 2, Exempt
Legislation Required: No
Bargaining Unit: 140 **Recommended Salary:** \$25.69 – \$38.53 **Range:** N/A
Effective Date: February 5, 2001

INCUMBENT STATUS

Incumbent: N/A – 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: Susie Farrell *Susie* Classification/Compensation Analyst
Approved: John Pearson *JP* Classification/Compensation Supervisor
Nancy Schaefer *NS* Classification/Compensation Director
Norma McKinney *NM* Personnel Director



SOURCE OF REQUEST

This position was reviewed as a result of a request from the department. Although this position was approved in the budget, a PDQ had not been submitted; therefore, the position has remained unclassified until now. The position is located in the Court's Policy and Project Development Group, which provides the Court with a central team of analytical and policy experts who are assigned to work on policy development and other Court projects.

This position will have major responsibility for developing the Seattle Municipal Court's entrée into community justice. The position will serve half time as the program manager for the Mental Health Court and half time as staff support for researching, planning, and implementing new initiatives. This position will provide administrative oversight, outreach, systems integration, and contract negotiation and compliance as needed for various projects and programs.

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 450 points in the Strategic Advisor point factor system resulting in its allocation to Pay Zone 2. The points for each dimension are listed below.

Point Factor Dimensions:

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

The department also requested that the position be exempt from Civil Service. Management states that the position will have a high degree of interaction with judges, helping them formulate and adopt strategies that may significantly alter the way the Court does business. The position will also present and defend far-reaching and complex recommendations to the City Council and Mayor's staff, and may assist the Court Administrator and/or the Presiding Judge in such presentations. Confidentiality is one of the critical aspects of this position.

The position will also take a lead role in negotiating contracts with on-site treatment providers in the mental health field, serving in a fiduciary capacity for the Court and the City.

Recommendation:

Based on the duties and responsibilities, we recommend that this position be allocated to Strategic Advisor 2, Exempt, effective February 5, 2001, the date the PDQ was signed.





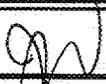
CLASSIFICATION DETERMINATION REPORT

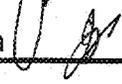
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| Date: 4/13/01 | Report No.: 01-4940 |
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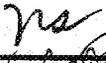
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| POSITION IDENTIFICATION | | |
| Department | SPO | |
| Classification Title: | TBD | |
| Ordinance Title: | TBD | |
| Position Number: | 00026357 | |
| Bargaining Unit: | TBD | Current Salary: TBD (Range N/A) |

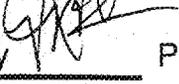
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| RECOMMENDED ACTION | | |
| Classification Title: | Exempt | |
| Ordinance Title: | Administrative Staff Analyst | |
| Legislation Required: | No | |
| Bargaining Unit: | 030 | Recommended Salary: \$22.80 - \$26.56 (Range 33.0A) |
| Action: | Designated | |
| Effective Date: | 2/14/01 | |

| | |
|---|--|
| INCUMBENT STATUS | |
| Incumbent: | Vacant |
| Current Standing: | N/A |
| Recommended Standing: | N/A |
| In recommended standing, incumbent status is: N/A | |
| <input type="checkbox"/> Regular; | <input type="checkbox"/> Probationary; <input type="checkbox"/> Temporary (AUDIT REQUIRED) |
| Authority: Personnel Rule | |
| <input type="checkbox"/> 2.3.100; | <input type="checkbox"/> 2.3.200; <input type="checkbox"/> 2.3.300. |
| Remarks: | |

Recommended: Jimmy Woo  Classification/Compensation Analyst(s)

Approved: John Pearson  Classification/Compensation Supervisor

Nancy Schaefer  Classification/Compensation Director

Norma McKinney  Personnel Director



Source of Request and Position Identification:

This position was reviewed as a result of a request from the Strategic Planning Office (SPO). The position is located in SPO's Finance and Administration Division. SPO is requesting this position be designated as a Strategic Advisor 1- Exempt.

This position was created as a TBD in the Fleets and Facilities Department and was never formally classified. By Memorandum Of Agreement (MOA) between SPO and the Fleets and Facilities Department, this position is being loaned to SPO for the period beginning 2/14/01 to 12/31/01. SPO is to have the position reviewed for appropriate classification.

Scope of Review:

This review was conducted by Jimmy Woo, Senior Personnel Analyst assigned to Team 2. The review of the subject position included analysis of the following:

- ◆ Management & Strategic Advisor Position Description Questionnaire (PDQ) dated 3/30/01 and submitted for this review;
- ◆ MOA between SPO and the Fleets and Facilities Department;
- ◆ Class Specification No. 2402504 Administrative Staff Analyst;
- ◆ Organizational chart of the affected position;
- ◆ Ordinance #120166 and
- ◆ Point Factor Rating by a team of Classification/Compensation Analysts.

Summary of Work:

The purpose of this position is to provide office management services to SPO and the Office of the Mayor through financial management, budget development and management, administrative support management/supervision and other general office management duties.

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:

Scope of Review: This position was reviewed by a team of Class/Comp analysts for appropriate placement in the Strategic Advisor/Manager Program. The duties and responsibilities of this position did not satisfy the program criteria for inclusion in the Strategic Advisor/Manager Program.

The functions performed by this position are more adequately represented by the Administrative Staff Analyst classification. Positions in the Administrative Staff Analyst classification provide general administrative and analytical support to a small department or a large unit of a department by coordinating budget preparation and specific program goals; researching and analyzing a variety of operational or administrative issues or problems; assisting in personnel matters; serving as liaison with other sections and divisions; and monitoring contracts.



Recommendation:

Based on the duties and responsibilities of this position, I recommend this position be designated to Administrative Staff Analyst- Exempt. The Administrative Staff Analyst title in SPO is exempt from the civil service by legislation. This action is effective 2/14/01 as indicated on the MOA between SPO and the Fleets and Facilities Department.



ACTING
CITY
CLERK

ATTACHMENT B

2001 ~ Costing Summary by Department

CITY

| Request No. | New Title | Old Title | No. of Positions | Effective Date | Annual On-Going (12 Months) Cost at 2001 Rates | Total Estimated Implementation Cost (through 12/31/2001) |
|-------------------------|---|---------------------------------|------------------|----------------|--|--|
| 3282 | Information Technology Technician | Data Control Technician, Senior | 4 | 01/05/2000 | \$18,067.18 | \$35,458.05 |
| 3283 | Information Technology Programmer Analyst-Special | Systems Analyst | 13 | 01/05/2000 | \$0.00 | \$0.00 |
| 3390 | Information Technology Programmer Analyst | Systems Programmer Analyst | 13 | 01/05/2000 | \$32,656.19 | \$65,312.37 |
| 3396 | Information Technology Systems Analyst | Systems Analyst | 46 | 01/05/2000 | \$146,662.99 | \$262,215.65 |
| 5020 | Information Technology Specialist | Help Desk Specialist | 15 | 01/05/2000 | (\$130,069.20) | (\$255,066.07) |
| Department Total | | | | | \$67,317.15 | \$107,920.00 |



LAW

| Request No. | New Title | Old Title | No. of Positions | Effective Date | Annual On-Going (12 Months) Cost at 2001 Rates | Total Estimated Implementation Cost (through 12/31/2001) |
|-------------------------|--------------------------|--------------------|------------------|----------------|--|--|
| 4969 | Claims Adjuster I - Law | Claims Adjuster I | 2 | 01/01/2001 | \$8,985.28 | \$8,985.28 |
| 4970 | Claims Adjuster II - Law | Claims Adjuster II | 2 | 01/01/2001 | \$9,806.52 | \$9,806.52 |
| Department Total | | | | | \$18,791.80 | \$18,791.80 |



| Request No. | New Title | Old Title | No. of Positions | Effective Date | Annual On-Going (12 Months) Cost at 2001 Rates | Total Estimated Implementation Cost (through 12/31/2001) |
|-------------------------|---------------------------------|---------------------------|------------------|----------------|--|--|
| 4029 | Parking and Traffic Coordinator | Parking Attendant, Senior | 3 | 02/04/2000 | \$20,869.04 | \$39,069.07 |
| <i>Department Total</i> | | | | | \$20,869.04 | \$39,069.07 |



SPUD

| Request No. | New Title | Old Title | No. of Positions | Effective Date | Annual On-Going (12 Months) Cost at 2001 Rates | Total Estimated Implementation Cost (through 12/31/2001) |
|-------------------------|---------------------------------|---------------------------------|------------------|----------------|--|--|
| 5000 | Watershed Protection Supervisor | Watershed Inspector, Chief | 1 | 03/07/2001 | \$0.00 | \$0.00 |
| 5066 | Utility Service Representative | Administrative Specialist I -BU | 1 | 05/02/2000 | \$14,130.08 | \$23,195.88 |
| 5103 | Utility Service Representative | Customer Service Representative | 4 | 05/02/2000 | \$41,738.08 | \$68,532.90 |
| 5104 | Utility Service Representative | Credit Representative | 6 | 05/02/2000 | \$43,042.40 | \$70,674.56 |
| Department Total | | | | | \$98,910.56 | \$162,403.34 |



| Request No. | New Title | Old Title | No. of Positions | Effective Date | Annual On-Going (12 Months) Cost at 2001 Rates | Total Estimated Implementation Cost (through 12/31/2001) |
|--------------------|-----------|-----------|------------------|----------------|--|--|
| Grand Total | | | | | \$205,888.56 | \$328,184.21 |



STATE OF WASHINGTON – KING COUNTY

--SS.

135825
City of Seattle, Clerk's Office

No. ORDINANCE IN FULL

Affidavit of Publication

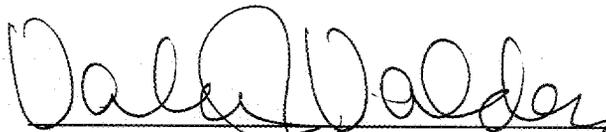
The undersigned, on oath states that he is an authorized representative of The Daily Journal of Commerce, a daily newspaper, which newspaper is a legal newspaper of general circulation and it is now and has been for more than six months prior to the date of publication hereinafter referred to, published 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

CTOT:120482/83/84/85 ORD.

was published on

09/10/01



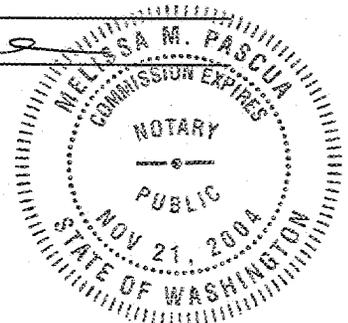
Subscribed and sworn to before me on

09/10/01



Notary public for the State of Washington,
residing in Seattle

Affidavit of Publication



State of Washington, King County

City of Seattle

TITLE-ONLY PUBLICATION

The full text of the following ordinances, passed by the City Council on August 20, 2001, and published here by title only, will be mailed upon request, or can be accessed electronically at <http://clerk.ci.seattle.wa.us>. For further information, contact the Seattle City Clerk at 684-8344.

ORDINANCE NO. 120482

AN ORDINANCE, relating to City employment, establishing a new title and salary, Fire Lieutenant Paramedic Technician -- 84 hours, and reallocating one Fire Department position to that new title.

✓ ORDINANCE NO. 120483

AN ORDINANCE, relating to City employment, to be known as the Second Quarter 2001 Salary Ordinance, establishing new titles and/or salaries in various departments; designating positions to be exempt from civil service, and amending the Seattle Municipal code (S.M.C.) 4.13.010, Section 1, Subsection 7, also known as the Exemptions Ordinance (120166); all by a 2/3 vote of the Council.

ORDINANCE NO. 120484

AN ORDINANCE relating to the Strategic Planning Office; increasing an expenditure allowance in the 2001 Budget of the Executive Department's Strategic Planning Office for spending additional grant funds provided by the State of Washington Department of Community, Trade and Economic Development, for compliance with the requirements of RCW 36.70A.215; accepting those additional grant funds made available in 2001; and making a reimbursable appropriation from the Supplemental Appropriations Account of the Emergency Subfund; all by a three-fourths vote of the City Council.

ORDINANCE NO. 120485

AN ORDINANCE relating to the Department of Finance; increasing the expenditure allowance in the 2001 Budget of the Executive Services Department by the appropriation of funds from the Seattle Financial Management Information System Redevelopment Fund; all by a three-fourths vote of the City Council.

Publication ordered by JUDITH PIPPIN, City Clerk

Date of official publication in Daily Journal of Commerce, Seattle, September 10, 2001. 9/10(135825C)