

Ordinance No. 120581

Council Bill No. 113911

me

The City of Seattle Council Bill/Ordinance

AN ORDINANCE, relating to City employment, to be known as the **Third Quarter 2001 Salary Ordinance**, establishing new titles and/or salaries in various departments; designating titles to be exempt from civil service, and amending the Seattle Municipal Code (S.M.C.) 4.13.010, Section 1, Subsection 8, also known as the Exemptions Ordinance (120166); all by a 2/3 vote of the Council.

DP 40 (ID, R)

CF No. _____

Date Introduced:	OCT 15 2001	
Date 1st Referred:	OCT 15 2001	To: (committee) Finance, Budget & Economic Development Committee
Date Re - Referred:		To: (committee)
Date Re - Referred:		To: (committee)
Date of Final Passage:	10/22/01	Full Council Vote: 9-0
Date Presented to Mayor:	10/23/01	Date Approved: 10/29/01
Date Returned to City Clerk:	10/30/01	Date Published: 3pp. T.O. <input checked="" type="checkbox"/> F.T. _____
Date Vetoed by Mayor:		Date Veto Published:
Date Passed Over Veto:		Veto Sustained:

This file is complete and ready

Law Department

Law Dept. Review

Council Bill/Ordinance sponsored by: _____

The Honorable Jan Drago

Committee Action:

DP 40 (D, R, RM, W)

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

(insert date)

Law Dept. Review

OHP Review

City Clerk Review

Electronic Copy Loaded

Indexed

Law Department

1

5

Approved
for Full Council
Presentation

ORDINANCE 120581

AN ORDINANCE, relating to City employment, to be known as the **Third Quarter 2001 Salary Ordinance**, establishing new titles and/or salaries in various departments; designating titles to be exempt from civil service, and amending the Seattle Municipal Code (S.M.C.) 4.13.010, Section 1, Subsection 8, also known as the Exemptions Ordinance (120166); all by a 2/3 vote of the Council.

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

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

Department: City Light
Title: Powerline Clearance Coordinator
Salary Range: \$32.13
Report: 01-5130
Effective: January 16, 2001

Department: Finance
Title: Licenses and Standards Supervisor
Salary Range: \$23.72 - \$27.60 (34.0A 2001 rates)
Report: 01-5100
Effective: February 3, 2000

Department: Finance
Old Title: Claims Adjuster I-Law
New Title: Claims Adjuster I-Finance
Salary Range: No Change - 31.5A
Report: 01-5145
Effective: January 1, 2002

Department: Finance
Old Title: Claims Adjuster II-Law
New Title: Claims Adjuster II-Finance
Salary Range: No Change - 34.0A



Report: 01-5147
Effective: January 1, 2002

Department: Law
Title: Legal Intern-Int
Salary Range: \$15.63 (19.0E)
Report: 01-5150
Effective: July 25, 2001

Department: Police
Title: Marine Equipment Servicer
Salary Range: \$24.22 - \$25.11 (31.5D)
Report: 01-5112
Effective: January 23, 2001

SECTION 2. DESIGNATING TITLES AS EXEMPT FROM CIVIL SERVICE

STATUS. As recommended by the Personnel Director in Classification Determinations #01-5148, #01-5203, and #01-5204 attached hereto, three titles in the Finance department are designated as exempt from civil service effective January 1, 2002.

The S.M.C. 4.13.010 (known as the Exemptions Ordinance 120166), Section 1, Subsection 8, is hereby amended as follows:

<u>Employing Unit</u>	<u>Titles of Exempt Positions</u>
8. Finance	<u>Claims Adjuster I-Finance</u>
	<u>Claims Adjuster II-Finance</u>
	<u>Claims Manager</u>
	Investment Officer, Assistant

SECTION 3. The heads of respective departments affected by this ordinance are hereby authorized to use unexpended and unencumbered funds accumulating in



Fiscal Note

Each piece of legislation that is financial in nature requires a fiscal note. The fiscal note should be drafted by department staff and should identify operating, capital, revenue, and FTE impacts of the legislation. After preparation by departmental staff, the City Budget Office will review and make necessary revisions before transmittal to Council.

Department: Personnel Division Class/Comp Unit	Contact Person/Phone: Donna Cook, 615-1373 Nancy Schaefer, 386-9081	CBO Analyst/Phone: Greg Petersen, 684-8075
---	--	--

Legislation Title: AN ORDINANCE, relating to City employment, to be known as the Third Quarter 2001 Salary Ordinance, establishing new titles and/or salaries in various departments; designating titles to be exempt from civil service, and amending the Seattle Municipal Code (S.M.C.) 4.13.010, Section 1, Subsection 8, also known as the Exemptions Ordinance (120166); all by a 2/3 vote of the Council.

Summary of the Legislation: This legislation seeks authorization to implement salary reports affecting six titles and exempting three titles from civil service.

Background (Include justification for the legislation and funding history, if applicable):

Public Private Partnership Review Status: N/A

Is the legislation subject to public hearing requirements? No

Fiscal Sustainability Issues (related to grant awards): N/A



Estimated Expenditure Impacts:

FUND (List # and/or Account)	2001	2002*	2003*
Various	\$13,558	\$15,810	\$16,205
TOTAL			

One-time \$ 13,558

On-going \$ 15,217

Estimated Revenue Impacts: N/A

FUND (List # and/or Account)	2000	2001	2002
TOTAL			

One-time \$ _____

On-going \$ _____

Estimated FTE Impacts: N/A

FUND (List # and/or Account)	2000	2001	2002
TOTAL			

Full Time _____

Part Time _____

TES _____

Do positions sunset in the future? If yes, identify sunset date? No

Other Issues (including long-term implications of the legislation):

* Cola estimates of 3.9% and 2.5% used for 2002 and 2003 respectively.



City of Seattle

Paul Schell, Mayor

Personnel Department

Norma J. McKinney, Director

MEMORANDUM

DATE: September 12, 2001

TO: Honorable Margaret Pageler, President
Seattle City Council

FROM: Norma McKinney
Personnel Director 

SUBJECT: Proposed Legislation -- Third Quarter 2001 Salary Ordinance

The attached proposed legislation relates to City employment that establishes new salaries for existing titles in various departments based on Classification and Compensation reports, renames two titles in which the body of work will be moved from the Law Department to the Finance Department, designates three titles to be exempt from civil service in the Finance Department as designated by the Classification Determination report, and amends the Exemptions Ordinance accordingly.

We based the costs on our standard methodology, as explained in the Annual Costing Summary. These costs are reflected through the individual position actions shown in Attachment B. We will reflect most of these costs in next year's 2001 Costing Summary.

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

Attachment

cc: Honorable Jan Drago, Chair, Finance & Budget Committee
Nancy Schaefer, Personnel Department

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

General Tel: (206) 684-7664, TDD: (206) 684-7888, Fax: (206) 684-4157, <http://www.ci.seattle.wa.us>

Recorded Job Line: (206) 684-7999, Employment Website: www.ci.seattle.wa.us/jobs

An equal employment opportunity employer. Accommodations for people with disabilities provided upon request.



Third Quarter 2001 ~ Costing Summary by Departments (Attachment B)

FIN

Page 1 of 5

Request Number	Quarter	New Title	Old Title	Number of Positions	Effective Date	Annual On-Going (12 Months) Cost at 2001 Rates	Total Estimated Implementation Cost (through 12/31/2001)
5100	3Q2001	Licenses and Standards Supervisor	Licenses and Standards Supervisor	1	2/3/2000	\$2,512.01	\$4,927.41
5145	3Q2001	Claims Adjuster I-Finance	Claims Adjuster I-Law	2	1/1/2002	\$0.00	\$0.00
5147	3Q2001	Claims Adjuster II-Finance	Claims Adjuster II-Law	2	1/1/2002	\$0.00	\$0.00
Total						\$2,512.01	\$4,927.41



Request Number	Quarter	New Title	Old Title	Number of Positions	Effective Date	Annual On-Going (12 Months) Cost at 2001 Rates	Total Estimated Implementation Cost (through 12/31/2001)
5150	3Q2001	Legal Intern*	Legal Intern*	2	7/25/2001	\$5,748.65	\$2,874.32
				Total		\$5,748.65	\$2,874.32



Request Number	Quarter	New Title	Old Title	Number of Positions	Effective Date	Annual On-Going (12 Months) Cost at 2001 Rates	Total Estimated Implementation Cost (through 12/31/2001)
5130	3Q2001	Powerline Clearance Coordinator	Lineworker Asgd Powerline Clearance	1	5/8/2001	\$3,598.94	\$2,399.30
				Total		\$3,598.94	\$2,399.30



Request Number	Quarter	New Title	Old Title	Number of Positions	Effective Date	Annual On-Going (12 Months) Cost at 2001 Rates	Total Estimated Implementation Cost (through 12/31/2001)
5112	3Q2001	Marine Equipment Servicer	Marine Equipment Servicer	1	1/12/2001	\$3,357.40	\$3,357.40
				Total		\$3,357.40	\$3,357.40



Request Number	Quarter	New Title	Old Title	Number of Positions	Effective Date	Annual On-Going (12 Months) Cost at 2001 Rates	Total Estimated Implementation Cost (through 12/31/2001)
----------------	---------	-----------	-----------	---------------------	----------------	--	--

				Grand Total	9	\$15,217.01	\$13,558.44
--	--	--	--	-------------	---	-------------	-------------



CONFIDENTIAL



City of Seattle
Personnel Department

MEMORANDUM

DATE: July 12, 2001

Report No. 01-5130
Ref Asgn No. 01-4829

TO: Norma McKinney, Personnel DIRECTOR

VIA: NANCY SCHAEFER, CLASSIFICATION/COMPENSATION DIRECTOR
JOHN PEARSON, CLASSIFICATION/COMPENSATION SUPERVISOR

FROM: SHARONLEE NICHOLSON, CLASSIFICATION/COMPENSATION ANALYST

SUBJECT: POWERLINE CLEARANCE COORDINATOR, NEW PAY TITLE

This report on behalf of the City Light Department is to recommend legislation of decisions made in negotiations between City Labor Relations, City Light management and the IBEW, Local 77 regarding the vegetation management program in the department's transmission and distribution right-of-way. To provide oversight for contract powerline clearance personnel working in vegetation management, the department requested revision of an existing but unused classification specification. City Light submitted a Position Description Questionnaire describing the work and Classification/Compensation revised the specification, *Powerline Clearance Coordinator*, Schematic No. 919607, to reflect the revised body of work.

In connection with the revised class spec, during May 2001 the City of Seattle Labor Relations, City Light management and IBEW Local 77 negotiated a Letter of Agreement establishing the agreed pay rate, which is listed below:

Classification	Pay Title	Rate	2001 Amount
Powerline Clearance Coordinator (Schematic #9159507)	Pwrline Clearance Coord	(119.25%)	\$32.13

See the attached Letter of Agreement signed by Local 77 on May 16, 2001 and by the City of Seattle on May 11, 2001.

RECOMMENDATION

Our review of information provided by the department and Labor Relations supports the creation of the ordinance title, *Pwrline Clearance Coord*, at 119.25% (\$32.13). The effective date of this action should be the effective date of the enabling legislation.

Attachment: LOA, City of Seattle and IBEW, Local 77
cc: MIKE SCHOEPPACH, LABOR RELATIONS Director



FILE

Letter of Agreement
between
Department of Lighting, City of Seattle
and
International Brotherhood of Electrical Workers, Local 77

Working Rule for Distribution Power Line Clearance Program

The Contract Power Line Clearance Program in the Vegetation Management Unit shall be under the general supervision of a Contract Power Line Clearance Coordinator and shall utilize Lineworker Assigned Power Line Clearance and Power Line Clearance Tree Trimmers.

The Contract Power Line Clearance Coordinator shall use the City of Seattle Job Class Spec (#9159507) as adopted May 8, 2001 (attached). That title shall be paid at the level of other Coordinator titles, i.e. Crew Chief pay (119.25%).

The Contract Power Line Clearance Coordinator shall be a unique title, i.e. not grouped with Crew Chief assigned workload planning or other Coordinator titles used in the contract. A Contract Power Line Clearance Coordinator shall not have bid rights to work as a working Crew Chief, or in other Coordinator titles in the contract.

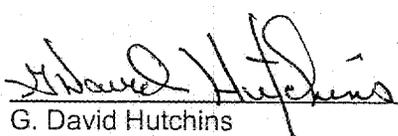
Incumbent Ben Barnes shall be grandfathered into the position of Contract Power Line Clearance Coordinator by virtue of the work he now performs. When the position is vacant in the future the position will be filled competitively. Future Contract Power Line Clearance Coordinators shall have reversion rights to their previous classification within the requirements of the work, training of a replacement, and availability of a vacant position in that classification.

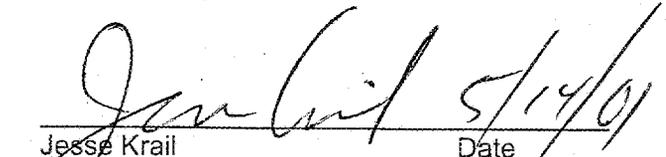
Power Line Clearance Tree Trimmers may be used in the transmission and distribution areas to analyze trouble tickets as a qualified person under state law to determine if a hazard exist as either a direct contact imminent hazard or potential hazard. When Power Line Clearance Tree Trimmers are assigned to work on the Transmission right-of-way, they shall work under the Transmission Right-of-way Crew Chief.

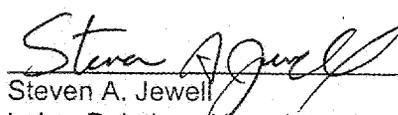
There is recognition by both parties that no new positions were created in the 2001-2002 budget for the Contract Power Line Clearance Program as distinguished from the four additional Power Line Clearance Tree Trimmer positions created in the 2000 budget. Workload will determine the number of Lineworkers, in addition, the two Lineworkers and positions currently assigned Power Line Clearance and/or Power Line Clearance Tree Trimmers required to carry out the program. It is the intent of the Department to identify an existing Lineworker pocket to be assigned into the Power Line Clearance Program based on the current workloads.

Temporary transfers between headquarters/work functions to accommodate peak workloads shall be per work rule 28.14.4.

In the event of a work force reduction and/or layoff, the order of layoff would be Power Line Clearance Tree Trimmer by seniority before Lineworker titles. This provision is intended to preserve the intent of Article 30.4


G. David Hutchins
Business Representative
IBEW Local 77
Date 5/16/01


Jesse Krail
Deputy Superintendent
Seattle City Light
Date 5/14/01


Steven A. Jewell
Labor Relations Negotiator
Personnel Department
Date 5/11/01

LABOR RELATIONS
JUN 22 2001
RECEIVED

RECEIVED
MAY 21 2001
DISTRIBUTION
DEPUTY SUPERINTENDENT




CITY OF SEATTLE
 Personnel Department
 Norma McKinney, Director

MEMORANDUM

DATE: August 8, 2001

TO: Norma McKinney, Personnel Director

VIA: Nancy Schaefer, Class/Comp Director *ns*
 John Pearson, Personnel Analyst Supervisor *JP*

FROM: Susie Farrell, Personnel Analyst *SF*

SUBJECT: Salary Review for Licenses and Standards Supervisor
 Report #01-5100

The salary for this one-position title is being reviewed at the request of the Finance Department.

History:

Since 1986, the journey level in the Licenses and Standards Inspector class series has received two equity adjustments through union negotiations (the journey level title is represented, the supervisor title is not). Before any adjustments were made to the salary of the journey level, there was a 14.4 % differential between the journey and supervisor levels (there is no senior level in this class series). The first equity adjustment brought the salary differential between the two levels down to 10%. At that time, a salary review was requested. Report #11-93 found that "a differential of 10% was an acceptable differential between a supervisory title and the highest paid subordinate." The second equity adjustment, given in 1996, further decreased the differential between supervisor and journey level to 7.8%.

Analysis:

Jobs in the Licenses and Standards class series are categorized as "Technical" (EEO category 4). Research indicates that jobs in the "Technical" EEO category are typically structured as shown in the table below; typical salary differentials between levels are also shown.

Level	Percent Differential
Entry	
Intermediate	8%-12% between entry and intermediate
Supervisor	12%-16% between intermediate and supervisor



The supervisor position in the Licenses and Standards class series has been paid up to 14.4% more than the journey level in the past, which was within the range found to be average for the Technical category. The current differential of 7.8% is below the typical differential.

There is no indication that there is a similar job for comparison purposes in the local market.

The current salary of the Licenses and Standards Supervisor is range 33.0A. If the salary for this title were increased to salary range 34.0A, the differential between journey and supervisor levels would be 12%. While not as high a differential as in the past, this is an appropriate differential for titles in the "Technical" category.

Recommendation

To restore a more appropriate differential between the journey and supervisor levels of the Licenses and Standards class series, it is recommended that the supervisor class be paid at range 34.0A. This action is effective February 3, 2000, the date of the original request to review the salary for this class.

Approved: Norma McKinney
Norma McKinney, Personnel Director

Date: 9/10/01



legislation transferring the Claims Unit will also be modified to refer to the Finance Department in the above reference; but the key issue – and the rationale for the department-specific suffix – is that only these positions should be doing the claims evaluation work of the City.

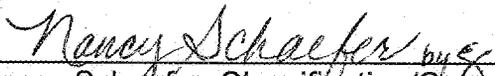
The Finance Department has also requested that all positions with the titles Claims Adjuster I-Finance and Claims Adjuster II-Finance remain exempt from the classified service, as they currently are in the Law Department. Class/Comp concurs with this request; please refer to Reports 01-5023 and 01-5024 for details of the rationale behind maintaining the exemption.

Recommendation

Based on the above, we recommend that the titles of Claims Adjuster I-Finance and Claims Adjuster II-Finance be created effective 1-1-02, and that the salary for these new titles be as follows:

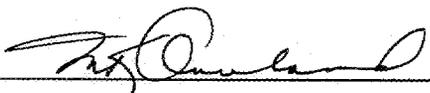
Claims Adjuster I-Finance	Range 31.5A
Claims Adjuster II-Finance	Range 34.0A

Approved:



Nancy Schaefer, Classification/Compensation Director

8/23/01
Date



Norma McKinney, Personnel Director

8.24.01
Date



City of Seattle
Personnel Department



MEMORANDUM

DATE: JULY 25, 2001

Report No. 01-5150

TO: NORMA MCKINNEY, PERSONNEL DIRECTOR

Via: NANCY SCHAEFER, CLASSIFICATION/COMPENSATION DIRECTOR *ns*

FROM: *CF* CURT FUNK, CLASSIFICATION/COMPENSATION ANALYST

SUBJECT: SALARY RECOMMENDATION: LEGAL INTERN

Background

The Law Department has requested a salary change for the title of Legal Intern. Legal Intern is an intermittent-only title with a single step of \$14.44 per hour. In the Salary Schedule, the title is listed as "Legal Intern*"; the asterisk signifies an intermittent title in Salary Schedule abbreviations. Throughout this current report, in order to avoid the possibly confusing use of an asterisk, the title "Legal Intern" shall refer to the Salary Schedule title of "Legal Intern.*" There is no regular (i.e. non-intermittent) title of Legal Intern.

Legal Interns work in the Law Department and perform legal research, write memoranda, draft legal documents, and make some supervised court appearances. They may work full-time during the summer and 10 – 20 hours per week during the school year. They must be "Rule 9" qualified by the Washington State Bar Association (WSBA). Rule 9 is a WSBA rule providing for a limited license to practice law under the supervision of an attorney. A Rule 9 Intern must be a student in good standing at an approved law school, and must have completed two-thirds of a three-year program or five-eighths of a four-year program.

Market Analysis

Consistent with other City compensation reviews, our market analysis is based on surveys of public agencies in the local labor market. We conducted a targeted salary survey of 22 public employers in the local Puget Sound area, eight of which reported a good job match.



The sheet attached as the last page of this report shows the jurisdictions that were surveyed, the reported matches, and the rates. Four of the eight jurisdictions reported average actual salaries as well as salary range data. There is quite a spread of salary ranges reported, from a low minimum rate of \$10.00 per hour to a high top step of \$26.44. Four jurisdictions pay a flat-rate single step, as Seattle does; and four have a range.

Seattle's single rate of \$14.44 is 1.9% above the unweighted market range average market at the bottom, 4.8% below the range average at the midpoint, and 12.1% below the range average at the top. This progression is not surprising, because the market averages include jurisdictions with a pay range, which are measured against Seattle's single step.

Internal Alignment

As an intermittent-only title, and as a title that is used only for qualified law students, there are no clear-cut internal comparisons for Legal Intern – there are no titles with which the Legal Intern salary should be "lined up." An upper parameter can be established by comparing Legal Intern with Legal Assistant, a regular (non-intermittent) title that also performs legal research. However, as a student/learner title, it would be appropriate for the Legal Intern salary to be less than that of Legal Assistant. The bottom step of Legal Assistant is \$16.24 per hour. This establishes an upper and internal parameter; additional parameters are discussed in the market analysis below.

Analysis

Legal Intern is not typical of other City salary reviews because it is an intermittent-only title; it is tied to a specific profession; its use is limited to students who meet certain qualifications; and market rates and pay practices for this title have an extremely wide variation. Externally, as shown in the attached survey results, an increase of 4.8% over the current rate would match the market midpoint, and an increase of 12.1% would match the market maximum. The variance in difference between market midpoint and market maximum is largely attributable to the City's having a single-step rate, and some of the responding agencies have ranges. Because of this variance, an increase of between 4.8% and 12.1% would be appropriate based only on the external market rates.

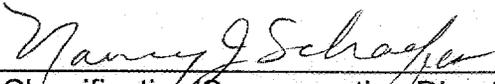
Based on internal alignment as well as external market data, an increase of 8.2% is most logical. This increase is approximately halfway between the market midpoint and maximum; it results in a rate of \$15.63 per hour, which is still less than the rate for Legal Assistant; and it places the salary onto the range table at Range 19.0E.



Recommendation

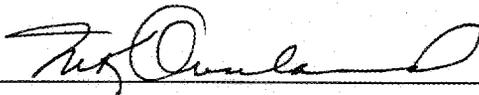
Based on the above, we recommend that compensation for Legal Intern be increased to Range 19.0E (\$15.63 per hour), effective the date of this report (July 25, 2001).

Approved:



Nancy Schaefer, Classification/Compensation Director

8/17/01
Date



for Norma McKinney, Personnel Director

8/24/01
Date



SEATTLE TITLE: LEGAL INTERN	TITLE	YEAR		HRS OF WORK/ WEEK	MINIMUM HOURLY SALARY	MID HOURLY SALARY	MAX HOURLY SALARY	Actual Avg Sal (if given)	NOTES
		SALARY WAS EFFECTIVE							
City of Auburn	No match								
City of Bellevue	No response	2001		40.0	\$19.16	\$22.80	\$26.44		
City of Bothell	No match								
City of Edmonds	No match								
City of Everett		2001		40.0	\$13.01	\$14.62	\$16.92	\$16.92	
City of Federal Way		2001		40.0	\$10.00	\$10.00	\$10.00		
City of Kent	No response								
City of Kirkland	No match								
City of Lakewood		2001		40.0	\$14.50	\$14.50	\$14.50	\$14.50	
City of Lynnwood	No response								
City of Olympia	No match	2001		40.0	\$17.07	\$17.93	\$18.84	\$18.39	
City of Portland	No match								
City of Puyallup		2001		40.0	\$12.00	\$12.00	\$12.00		
City of Redmond	No response								
City of Renton	No match								
City of Shoreline	No match								
City of Tacoma		2001		40.0	\$11.60	\$13.18	\$14.76		
King County	No match								
Pierce County	No match								
Port of Seattle				37.5	\$16.00	\$16.00	\$16.00	\$16.00	
Port of Tacoma	No match								
Snohomish County	No match								
MARKET AVERAGE				No. of Participants	8	\$14.17	\$15.13	\$16.18	
Seattle salary info		2001		40.0	\$14.44	\$14.44	\$14.44		
PERCENT DIFF					-1.89%	4.77%	12.06%		



City of Seattle
Personnel Department



MEMORANDUM

DATE: AUGUST 24, 2001

Report No. 01-5112

TO: NORMA MCKINNEY, PERSONNEL DIRECTOR

Via: NANCY SCHAEFER, CLASSIFICATION/COMPENSATION DIRECTOR MS

FROM: CF CURT FUNK, CLASSIFICATION/COMPENSATION ANALYST

SUBJECT: SALARY RECOMMENDATION: MARINE EQUIPMENT SERVICER

Background

The Police Department has requested a salary review for the title of Marine Equipment Servicer. This is a single-incumbent, stand-alone class which is responsible for maintaining the Police Department's fleet of eight boats and related equipment. The position performs preventive maintenance, periodic service, and repair to the boats and their systems, including engines, marine furnaces, sanitation systems, and others. The fleet ranges in size from a 10-foot Zodiac to 42-foot multi-engine diesel boats. This is a specialized job requiring experience in automotive mechanics, welding, painting, fiberglass work, electrical repair, and metal fabricating.

The salary for this title was last reviewed in 1994; Salary Report #007-94 recommended a one-range increase (approximately 4%), to Range 30.0D.

Market Analysis

In conducting the 1994 salary review, no significant public sector market comparables were found. More recent research by the Police Department, as confirmed by the Classification/Compensation Unit, has demonstrated that this is still a unique position in the marketplace, and that there is not sufficient information upon which to base a market-oriented salary recommendation.

Internal Alignment

The 1994 salary report compared Marine Equipment Servicer with the Automotive Mechanic class series, and concluded that a legitimate internal salary alignment would be for Marine Equipment Servicer to be paid between the Senior and the Crew Chief levels of the Automotive Mechanic series. The report implemented such an alignment by increasing the Marine Equipment Servicer salary to its current range of 30.0D. Our current analysis concludes that this alignment would still be appropriate today, for the



same reasons that were set forth in Salary Report 007-94. The alignment that was set by Report 007-94 has eroded because in the context of labor negotiations, the Senior and Crew Chief levels in the Automotive Mechanic series have received a salary increase in addition to the annual general increase. As a result, the Marine Equipment Servicer salary is now slightly lower than the Senior Automotive Mechanic salary (at the top step).

Analysis

Based on the internal alignment discussion above, the following current rates are relevant for comparison:

Automotive Mechanic, Senior
\$23.81 (single step)

Automotive Maintenance Crew Chief
\$26.50 (three steps)

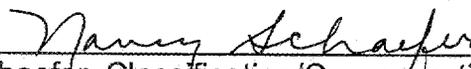
Marine Equipment Servicer
\$23.72 (two steps; Range 30.0D)

A rate exactly halfway between Senior Automotive Mechanic and Automotive Maintenance Crew Chief would be \$25.16. Standard practice for salary recommendations is to place a salary onto the City's range table; the closest range to \$25.16 is Range 31.5, which has a top step of \$25.11. Keeping the title's two-step salary range results in a range recommendation of 31.5D. The resulting increase would be 5.9% at the top step.

Recommendation

Based on the above, we recommend that the salary for Marine Equipment Servicer be increased to Range 31.5D, effective January 23, 2001, the date of a memo from the Police Department documenting the rationale for this request for a salary review.

Approved:



Nancy Schaefer, Classification/Compensation Director

8/29/01
Date



Norma McKinney, Personnel Director

8.29.01
Date



City of Seattle
Personnel Department



MEMORANDUM

DATE: AUGUST 23, 2001

TO: NORMA MCKINNEY, PERSONNEL DIRECTOR

Via: NANCY SCHAEFER, CLASSIFICATION/COMPENSATION DIRECTOR

FROM: *CF* CURT FUNK, SENIOR CLASSIFICATION/COMPENSATION ANALYST

SUBJECT: EXEMPTION RECOMMENDATION:

CLAIMS ADJUSTER I-FINANCE

Report No. 01-5203

CLAIMS ADJUSTER II-FINANCE

Report No. 01-5204

CLAIMS MANAGER

Report No. 01-5148

Background

Effective with the 2002 Budget, the Citywide Claims function will move from the Law Department to the Finance Department. As of January 1, 2002, all positions with the following titles will be moved from Law to Finance:

Claims Adjuster I-Finance
Claims Adjuster II-Finance
Claims Manager

(Note: The titles Claims Adjuster I and II-Finance will be created effective January 1, 2002, simultaneously with the transfer. As of this writing, they are titled Claims Adjuster I and II-Law. Our related salary report #01-5145 and 01-5147 recommends the title change, to conform with the departmental transfer. Neither the duties nor the salaries of these titles will change due to the transfer.)

All positions with the above three titles are currently exempt from the classified service by virtue of being in the Law Department. The Exemptions Ordinance exempts "All positions in the Law Department, except clerical positions classified in the Administrative Support and Accounting Support class series." With the transfer of these positions out of the Law Department, this blanket exemption will no longer apply. If they are to remain exempt, the department (Finance) would need to request and justify the continued exemption, and the Finance Department's section of the Exemption Ordinance would need to be revised to include the above titles.



The Finance Department has requested that the titles remain exempt. The department points out that all of the positions "have an extremely high level of professional accountability and financial impact on the City. They investigate, manage, settle, and authorize payment or make recommendations for settlement/payment on all claims for damages against the city totaling millions of dollars annually. Because of the nature of these jobs, these positions also require a confidential and fiduciary relationship with the appointing authority, the Director of Finance." This latter reference is to the positions' responsibility for making settlements and recommendations that are treated as privileged communications with the City Attorney.

Recommendation

The information above demonstrates that all three titles meet the exemption criteria of having a high level of professional accountability and a confidential and fiduciary relationship with the appointing authority. Accordingly, we recommend that the Finance Department section of the Exemption Ordinance be revised to include the following titles as exempt from the classified service, effective January 1, 2002:

- Claims Adjuster I-Finance
- Claims Adjuster II-Finance
- Claims Manager

Approved:

Nancy Schaefer by g
Nancy Schaefer, Classification/Compensation Director

8/24/01
Date

Norma McKinney
for Norma McKinney, Personnel Director

8.24.01
Date



STATE OF WASHINGTON - KING COUNTY

--SS.

137943
City of Seattle, Clerk's Office

No. TITLES OF ORDINANCES

Affidavit of Publication

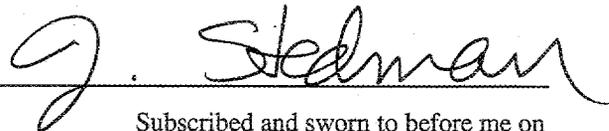
The undersigned, on oath states that he is an authorized representative of The Daily Journal of Commerce, a daily newspaper, which newspaper is a legal newspaper of general circulation and it is now and has been for more than six months prior to the date of publication hereinafter referred to, published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

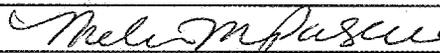
CTOT:120575-120579,582&83

was published on

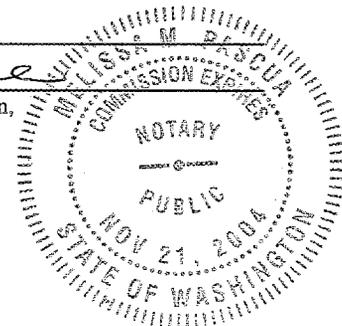
11/07/01


Subscribed and sworn to before me on

11/07/01


Notary public for the State of Washington,
residing in Seattle

Affidavit of Publication



City of Seattle

TITLE-ONLY PUBLICATION

The full text of the following ordinances, passed by the City Council on October 22, 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 884-8344.

ORDINANCE NO. 120575

AN ORDINANCE relating to the Community Development Block Grant Float Loan Program; authorizing a short-term loan of up to Two Million One Hundred Thousand Dollars (\$2,100,000) in Block Grant funds to the Western Washington Painters & Allied Trades Apprenticeship & Training Trust Fund to finance site acquisition costs of new apprentice training facility; authorizing amendments to the 2001-2004 Consolidated Plan to reflect such loan; appropriating funds for the loan and for possible new advances after early repayments; and ratifying and confirming prior acts.

ORDINANCE NO. 120576

AN ORDINANCE authorizing an expenditure from the Judgment/Claims Fund to settle the claim of Doug E. Ebi (C-66788), all by a two-thirds vote of the City Council.

ORDINANCE NO. 120577

AN ORDINANCE relating to the Weed & Seed Program in Southeast Seattle; authorizing the execution of an agreement with the United States Department of Justice for financial assistance in the amount of Two Hundred Twenty Five Thousand Dollars (\$225,000); accepting the money when received; increasing the 2001 Budgets of the Police Department and the Human Services Department; ratifying and confirming prior acts; and making a reimbursable appropriation therefor; all by a three-fourths vote of the City Council.

ORDINANCE NO. 120578

AN ORDINANCE relating to the Weed & Seed Program in Central Seattle; authorizing the execution of an agreement with the United States Department of Justice for financial assistance in the amount of Two Hundred Twenty Five Thousand Dollars (\$225,000); accepting the money when received; increasing the 2001 Budgets of the Police Department and the Human Services Department; ratifying and confirming prior acts; and making a reimbursable appropriation therefor; all by a three-fourths vote of the City Council.

ORDINANCE NO. 120579

AN ORDINANCE relating to the Police Department; abrogating two positions; establishing two positions, exempt from the Civil Service, of Police Chief, Deputy; and providing payment therefor; all by a two-thirds vote of the City Council.

ORDINANCE NO. 120581

AN ORDINANCE, relating to City employment, to be known as the Third Quarter 2001 Salary Ordinance, establishing new titles and/or salaries in various departments; designating titles to be exempt from civil service; and amending the Seattle Municipal Code (S.M.C.) 4.13.010, Section 1, Subsection 8, also known as the Exemptions Ordinance (120166); all by a 2/3 vote of the Council.

ORDINANCE NO. 120582

AN ORDINANCE relating to economic development; authorizing acceptance of a Financial Assistance Award from the United States Department of Commerce — Economic Development Administration; authorizing the implementation of entrepreneurial and business technical assistance and economic development activities primarily in Seattle's distressed communities; making a reimbursable appropriation from the General Subfund; authorizing the Director of the Office of Economic Development to enter into such agreements as shall be necessary and appropriate; and ratifying and confirming prior acts.

ORDINANCE NO. 120583

AN ORDINANCE appropriating money to pay certain audited claims and ordering the payment thereof.

Publication ordered by JUDITH PIPPIN, City Clerk.

Date of official publication in Daily Journal of Commerce, Seattle, November 7, 2001. 11/7(137943CI)