

Ordinance No. 120725

Council Bill No. 114084

The City of Seattle
Council Bill/Ordinance

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

Do Pass 3-

2/11/02 Paper

CF No. _____

Date Introduced:	JAN 28 2002	
Date 1st Referred:	JAN 28 2002	To: (committee) <u>Finance, Budget & Labor Committee</u>
Date Re - Referred:		To: (committee)
Date Re - Referred:		To: (committee)
Date of Final Passage:	2/11/02	Full Council Vote: 9-0
Date Presented to Mayor:	2/12/02	Date Approved: 2/14/02
Date Returned to City Clerk:	2/13/02	Date Published: 7pp. 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

The City of Seattle - Legislative Department

Council Bill/Ordinance sponsored by: _____

Jan Pasco

Councilmember

Committee Action:

Do Pass 3-0 (JD, HW, PS)

allor Passed 9-0

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

Committee: _____

(Initial/Date)

Law Department

Law Dept. Review

OMP
Review

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City Clerk
Review

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ORDINANCE 120725

AN ORDINANCE, relating to City employment, to be known as the **Fourth Quarter 2001 Salary Ordinance**, establishing new titles and/or salaries in various departments; designating three positions to titles exempt from civil service in various City departments; designating a position in the Transportation department as exempt from civil service and amending the Seattle Municipal Code (S.M.C.) 4.13.010; 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: Arts Commission
Title: Arts Program Specialist
Salary Range: 30.5A: \$20.72 - \$24.22 (2001 rates)
Report: #01-5374
Effective: January 2, 2001

Department: Arts Commission
Title: Arts Program Specialist, Senior
Salary Range: 34.0A: \$23.72 - \$27.60 (2001 rates)
Report: #01-5374
Effective: January 2, 2001

Department: Arts Commission
Title: Arts Program Supervisor
Salary Range: 36.0A: \$25.57 - \$29.81 (2001 rates)
Report: #01-5374
Effective: January 2, 2001



1 **Department:** City Light
2 **New Title:** Electrical Power Systems Engineer
3 **Report:** MOA dated December 28, 2001
4 **Salary Range:** \$32.10 - \$33.49 - \$34.89 - \$36.29 - \$37.68 (2002 rates)
5 **Effective:** January 2, 2002

6 **Department:** City Light
7 **New Title:** Electrical Power Systems Engineer-Merit
8 **Report:** MOA dated December 28, 2001
9 **Salary Range:** \$39.07 - \$40.47 (2002 rates)
10 **Effective:** January 1, 2003

11 **Department:** City Light
12 **New Title:** Electrical Power Systems Engineer-Premium
13 **Report:** MOA dated December 28, 2001
14 **Salary Range:** \$35.31 - \$36.84 - \$38.38 - \$39.92 - \$41.45 (2002 rates)
15 **Effective:** January 2, 2002

16 **Department:** City Light
17 **New Title:** Electrical Power Systems Engineer-Premium-Merit
18 **Report:** MOA dated December 28, 2001
19 **Salary Range:** \$42.98 - \$44.52 (2002 rates)
20 **Effective:** January 1, 2003

21 **Department:** City Light
22 **New Title:** Principal Electrical Power Systems Engineer
23 **Report:** MOA dated December 28, 2001
24 **Salary Range:** \$33.82 - \$35.30 - \$36.77 - \$38.24 - \$39.71 (2002 rates)
25 **Effective:** January 2, 2002



- 1 **Department:** City Light
- 2 **New Title:** Principal Electrical Power Systems Engineer-Merit
- 3 **Report:** MOA dated December 28, 2001
- 4 **Salary Range:** \$41.18 - \$42.65 (2002 rates)
- 5 **Effective:** January 1, 2003

- 6 **Department:** City Light
- 7 **New Title:** Principal Electrical Power Systems Engineer-Premium
- 8 **Report:** MOA dated December 28, 2001
- 9 **Salary Range:** \$37.20 - \$38.83 - \$40.45 - \$42.06 - \$43.68 (2002 rates)
- 10 **Effective:** January 2, 2002

- 11 **Department:** City Light
- 12 **New Title:** Principal Electrical Power Systems Engineer-Premium-Merit
- 13 **Report:** MOA dated December 28, 2001
- 14 **Salary Range:** \$45.30 - \$46.92 (2002 rates)
- 15 **Effective:** January 1, 2003

- 16 **Department:** City Light
- 17 **New Title:** Mechanical Supervisor, Generation
- 18 **Salary Range:** 37.5A: \$26.04 - \$30.36
- 19 **Report:** #01-4277 and #01-5427
- 20 **Effective:** April 26, 2000

- 21 **Department:** Personnel
- 22 **New Title:** EEO Analyst
- 23 **Salary Range:** 35.0A: \$24.66 - \$28.70 (2001 rates)
- 24 **Report:** #01-5153
- 25 **Effective:** May 11, 2001



1 **Department:** Police
2 **Title:** Identification Technician
3 **Salary Range:** 26.5A: \$17.82 - \$20.72 (2001 rates)
4 **Report:** MOA dated January 10, 2002
5 **Effective:** May 4, 2001

6 **Department:** Police
7 **Title:** Ten Print Supervisor
8 **Salary Range:** 29.5A: \$19.93 - \$23.25 (2001 rates)
9 **Report:** #01-5349
10 **Effective:** May 4, 2001

11 **Department:** Police
12 **Title:** Latent Print Examiner
13 **Salary Range:** 33.0A: \$22.80 - \$26.56 (2001 rates)
14 **Report:** #01-5440
15 **Effective:** May 4, 2001

16 **Department:** Police
17 **Title:** Latent Print Supervisor
18 **Salary Range:** 35.5A: \$25.11 - \$29.24 (2001 rates)
19 **Report:** #01-5441
20 **Effective:** May 4, 2001

21 **SECTION 2. DESIGNATING THREE POSITIONS TO TITLES EXEMPT FROM**
22 **CIVIL SERVICE STATUS.** As recommended by the Personnel Director in Classification
23 Determinations specified and attached hereto, three positions in various City
24 departments are designated as exempt from civil service as noted below:

Exec-OED: 1 position (#00025830) of Public Relations Specialist, Senior
 designated to Strategic Advisor 1, Exempt (Report #01-5241).



1 Fire: 1 position (#10001821) of New-TBD designated to Strategic Advisor 3,
2 Exempt (Report #01-5453).

3 Police: 1 position (#00018364) of Manager 2, General Government designated
4 to Executive 1 (Report #01-5369).

5 **SECTION 3. DESIGNATING A POSITION AS EXEMPT FROM CIVIL SERVICE**
6 **STATUS AND AMENDING THE S.M.C. 4.13.010.** As recommended by the Personnel
7 Director in Classification Determination Report #01-5242 attached hereto, one position
8 in the Transportation department is designated as exempt from civil service. The
9 S.M.C. 4.13.010, also known as the Exemptions Ordinance #120649, Section 27, is
10 hereby amended as follows:

<u>Employing Unit</u>	<u>Title of Exempt Position</u>
27. Transportation	Administrative Staff Assistant (PosNo. 00007689)
	<u>Executive Assistant, Senior (PosNo. 00008596)</u>

14 **SECTION 4. ESTABLISHING OUT-OF-CLASS (OOC) PAY RATES FOR**
15 **REPRESENTED INFORMATION TECHNOLOGY PROFESSIONAL (ITP-BU) TITLES.**

16 To provide increased flexibility to managers in applying OOC rates for represented ITP-
17 BU titles, the following OOC titles and rates are established effective 1-2-02:

<u>Title</u>	<u>Rate 1</u>	<u>Rate 2</u>	<u>Rate 3</u>	<u>Rate 4</u>	<u>Rate 5</u>	<u>Rate 6</u>	<u>Rate 7</u>	<u>Rate 8</u>
ITP OOC-BU - 1	\$23.02	\$23.31	\$23.60	\$23.89	\$24.18	\$24.47	\$24.76	\$25.05
ITP OOC-BU - 2	\$25.34	\$25.63	\$25.92	\$26.21	\$26.50	\$26.79	\$27.08	\$27.37



<u>Title</u>	<u>Rate 1</u>	<u>Rate 2</u>	<u>Rate 3</u>	<u>Rate 4</u>	<u>Rate 5</u>	<u>Rate 6</u>	<u>Rate 7</u>	<u>Rate 8</u>
ITP OOC-BU - 3	\$27.66	\$27.95	\$28.24	\$28.53	\$28.82	\$29.11	\$29.40	\$29.69
ITP OOC-BU - 4	\$29.98	\$30.27	\$30.56	\$30.85	\$31.14	\$31.43	\$31.72	\$32.01
ITP OOC-BU - 5	\$32.30	\$32.59	\$32.88	\$33.17	\$33.46	\$33.75	\$34.04	\$34.33
ITP OOC-BU - 6	\$34.62	\$34.91	\$35.20	\$35.49	\$35.78	\$36.07	\$36.36	\$36.65
ITP OOC-BU - 7	\$36.94	\$37.23	\$37.52	\$37.81	\$38.10	\$38.39	\$38.68	\$38.97
ITP OOC-BU - 8	\$39.26	\$39.55	\$39.84	\$40.13	\$40.42	\$40.71	\$41.00	\$41.29

SECTION 5. ADJUSTING THE PAY BANDS IN THE REPRESENTED

INFORMATION TECHNOLOGY PROGRAM. As recommended by the Personnel

Director, the pay bands for represented titles in the Information Technology Professional compensation program shall be adjusted as noted below effective 1-2-02.

<u>ITP Pay Band Titles</u>	<u>2001 Pay Band Rates</u>	<u>2002 Pay Band Rates</u>
Information Technology Professional-BU-B	\$25.69 - \$38.53	\$26.58 - \$39.88
Information Technology Professional-BU-C	\$22.25 - \$33.37	\$23.02 - \$34.54

SECTION 6. 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 7. The heads of respective departments are authorized to fill such positions subject to civil service and personnel rules and laws.



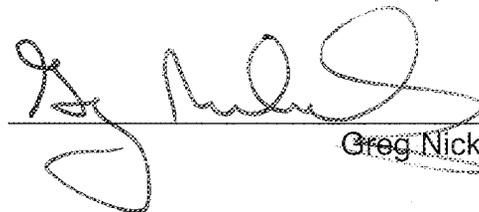
1 **SECTION 8.** Any act consistent with this authority and prior to the effective date
2 of this ordinance is hereby ratified and confirmed.

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

7 PASSED by a two-thirds (2/3's) vote of the members of the City Council the
8 11th day of February, 2002, and signed by me in open session in
9 authentication of its passage this 11th day of February, 2002.

10
11 
12 Peter Steinbrueck, City Council President

13
14 Approved by me this 14 day February, 2002.

15 
16 Greg Nickels, Mayor

17
18 Filed by me this 15th day of February, 2002.

19 
20 Judith Pippin, City Clerk

21 (SEAL)





City of Seattle

Gregory J. Nickels, Mayor

Personnel Department

Norma J. McKinney, Director

Approved by
Norman J. McKinney

MEMORANDUM

DATE: January 17, 2002

TO: Honorable Peter Steinbrueck, President
Seattle City Council

VIA: Mayor Gregory J. Nickels
ATTN: Greg Petersen, City Budget Office

FROM: Norma McKinney
Personnel Director *Norma McKinney*

SUBJECT: Proposed Legislation – Fourth Quarter 2001 Salary Ordinance

Attached is an ordinance relating to City employment that establishes new salaries and titles in various departments based on Classification and Salary reports, designates three positions to titles exempt from civil service in various departments, designates a Transportation Department position as exempt from civil service, and amends the Exemptions Ordinance accordingly.

The costs are based on our standard methodology, as indicated in the footnotes of the fiscal note. These costs are reflected through the Salary Costs by departments shown in the attachments. Many of these costs will also be reflected in the 2001 Costing Summary to be reported to Council this spring, when these titles are used in the reclassified positions.

This legislation establishes pay ranges for the represented Information Technology Professional titles set forth in the collective bargaining agreement legislated on Ordinance #120686. Also established are out-of-class (OOC) rates for the represented Information Technology Professional titles which will allow managers increased flexibility in applying OOC rates.

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

Attachment

cc: Honorable Jan Drago, Chair, Finance, Budget & Labor Committee
Nancy Schaefer, Classification/Compensation Director, Personnel Department



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

Summary of the Legislation: This legislation seeks authorization to implement salary reports affecting seventeen titles, designating three positions to civil service exempt titles, and exempting one position 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	\$88,787	\$545,267	\$600,616
TOTAL			

One-time \$ 88,787 On-going \$ noted above

Estimated Revenue Impacts: N/A

FUND (List # and/or Account)	2001	2002	2003
TOTAL			

One-time \$ _____ On-going \$ _____

Estimated FTE Impacts: N/A

FUND (List # and/or Account)	2001	2002	2003
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):

* Costs for 2003 are based on an estimated 2.7% COLA.



contains referenced compensation report recommendations and other documentation as indicated in the ordinance.

**ESTIMATED THREE YEAR COSTS
FOR IMPLEMENTATION OF SALARY REPORTS AND LABOR MOA'S
ON THE 4Q2001 SALARY ORDINANCE**

Department	2001	2002	2003
Arts Commission	\$38,381	\$39,724	\$40,797
City Light	\$0	\$453,442	\$506,364
Personnel	\$6,892	\$7,133	\$7,326
Police	\$41,513	\$42,966	\$44,126
Total	\$88,787	\$545,267	\$600,616

Costing Assumptions:

Costs for 2003 are based on an estimated 2.7% COLA.

Positions are costed from top step to top step of the old and new title and/or rate.

Statutory benefits of 15.68% are included in the estimated costs.





CITY OF SEATTLE

Personnel Department

Norma McKinney, Director

MEMORANDUM

DATE: November 26, 2001

TO: Norma McKinney, Personnel Director

FROM: Nancy Schaefer, Classification/Compensation Director *ns*

VIA: John Pearson, Classification/Compensation Supervisor *J*
Susie Farrell, Personnel Analyst *SF*

SUBJECT: Salary Report #01-5374 – Arts Program Specialist class series

The Seattle Arts Commission has requested a review of the class specifications and salaries for the Arts Program Specialist (APS) class series (currently consisting of the APS and Senior APS) and has also requested that a supervisor class be added to the series. Management states that "the work has evolved and grown, and has become more complex and sophisticated than what is detailed in the current class specifications." Management believes that "the classification and accompanying pay range ... do not reflect the current and ongoing duties and responsibilities of the Arts Commission project manager position nor the level of experience and expertise required to perform the job." It is also stated that there is an internal equity issue with other jobs in the City.

The Arts Program Specialist class spec was revised and adopted as part of the Classification Project in 1991. The series and salary have not been reviewed since that date. The work has changed in that project management responsibilities have been added, and now make up approximately 70% of the work. Incumbents are managing projects ranging from \$20,000 to \$1.9 million due to the large budgets of CIP projects. (Arts projects associated with CIP projects are currently allocated 1% of the CIP budget.)

New PDQs were submitted for positions currently classified as Arts Program Specialist. It was clear from reviewing these PDQs that there are now three levels of work in this unit – journey, senior and supervisor. Therefore, a supervisor level was created and titled Arts Program Supervisor. The salary for the supervisor class will be set in this report, in conjunction with the review of the salaries for the journey and senior levels.

A market salary survey was conducted to determine whether or not similar bodies of work exist in the region. A total of twelve jurisdictions were contacted. Two matches were found for the journey level. While two matches are not usually enough to establish a market, the two matches were from the Arts Commissions in King County and Tacoma, and carry weight



because of their proximity and similarity in function. Therefore, this information will be used in setting the salaries.

The market information showed that the City pays 6.8% under market at minimum, 11% under market at midpoint, and 14% under market at maximum when compared to the salaries of the two matches. When deciding whether to match the market at midpoint or above, consideration must be given to recruitment and retention. If recruitment is difficult, the salary may have to be set slightly higher than market midpoint to attract talent from other areas. If retention is a problem, the salary may need to be set closer to market maximum to ensure that talent is retained once the top of the range is reached.

In the case of the Arts Program Specialist, there are no recruitment or retention issues. Therefore it is reasonable to align the salary with market midpoint.

Internal alignment was also considered. There is one other class series that can be used for comparison, the Public/Cultural Programs (P/CP) Specialist. This class series has three levels: entry, senior and supervisor. The series is unusual in that it has an entry rather than a journey level. Positions in the entry level class coordinate and participate in the development, design and implementation of educational, cultural, artistic and recreational public programs at Seattle Center. Positions at the senior level work on complex programs and plan and develop major special events at the Center. Positions in the supervisory class establish program goals and manage staff in the creation, development design and management of educational, cultural, artistic and recreational programs.

The class series is similar to the Arts Program Specialist series in that both have program development responsibilities in similar areas (arts and educational). The classes differ in that the Arts Program Specialist is also responsible for project management of arts projects of considerable size and budget. Therefore, the Arts Program Specialist job is comparable, but larger in scope, than that of the P/CP Specialist. Therefore, a slightly higher salary for the Arts Program Specialist would compensate for the added project management responsibilities. The senior level P/CP is currently paid the same as the senior level Arts Program Specialist.

The current salaries of the Arts Program Specialist classes are shown below:

Title	Journey Top Step and Range	Senior Top Step and Range	Supervisor Top Step and Range
Arts Program Specialist	\$21.95 28.0A	\$26.56 33.0A	N/A

An increase to Range 30.5 at the journey level would bring the salary to within 1% of the market at midpoint.

To determine appropriate salaries for the senior and supervisor levels, differentials between levels were studied for other class series in the City's classification system. A review of non-represented professional class series showed a range of 8% to 18% differential between journey and senior levels. Classes that work within the community show a larger percentage of difference between the journey and senior levels than those whose work is done predominantly



in an office setting. The study also showed a differential of 8% - 10% between the senior and supervisor levels.

Using the journey level as the benchmark and using the ratios described above, the senior and supervisor levels should be set as shown below.

Title	Journey Top Step and Range	Senior Top Step and Range	Supervisor Top Step and Range
Arts Program Specialist	\$24.22 30.5A	\$27.60 34.0A	\$29.81 36.0A

The salaries shown above provide a differential of 14% between journey and senior levels, and a differential of 8% between senior and supervisor. These differentials are within the ranges suggested by the study of other similar classes and are appropriate for the type of work. They are appropriate both market-wise and internally because they align with market at midpoint (at the journey level) and they provide a pay slightly higher than the P/CP Specialist series (at the senior and supervisor levels).

Based on the above information, it is recommended that the Arts Program class series titles and salaries be revised as follows:

Arts Program Specialist	\$20.72 - \$24.22	Range: 30.5A	10% increase
Arts Program Specialist, Senior	\$23.72 - \$27.60	Range: 34.0A	4% increase
Arts Program Supervisor	\$25.57 - \$29.81	Range: 36.0A	New title/salary

These actions are effective January 2, 2001. (The effective date cannot be prior to the year the salary work was done.) The new title of Arts Program Supervisor and the salaries for all three classes must be legislated.

NS:shf

Approved.
McQuinn
 for Norma McKinney
 Personnel Director





City of Seattle

Paul Schell, Mayor

Personnel Department

Norma J. McKinney, Director

December 28, 2001

Natalie Kaminski
Union Representative
I.F.P.T.E., Local 17
2900 Eastlake Avenue E, Suite 300
Seattle, WA 98102

Subject: Letter of Agreement Regarding Electrical Power Systems Engineer and Principal Electrical Power Systems Engineer

Dear Ms. Kaminski:

On October 3, 2000, the City of Seattle requested to meet with the International Federation of Professional and Technical Engineers, Local 17, to review the wages for Senior Electrical Engineers and Supervising Electrical Engineers. As a result of the discussions, the City is prepared to adopt two new class specifications of Electrical Power Systems Engineer and Principal Electrical Power Systems Engineer, and created the premium pay titles of Electrical Power Systems Engineer-Premium and Principal Electrical Power Systems Engineer-Premium.

A series of negotiating sessions resulted in an agreement regarding the following titles and salaries to be effective January 2, 2002 (Steps six and seven of each title are merit steps that become effective January 1, 2003; the merit steps will be administered per the enclosed Department Policy and Procedure for Merit Compensation; and the premium titles will be administered per the enclosed Seattle City Statement of Management's Intent on Premium Pay):

Electrical Power Systems Engineer
\$32.10 - 33.49 - 34.89 - 36.29 - 37.68 - ~~39.07~~ - 40.47

Electrical Power Systems Engineer-Premium
\$35.31 - 36.84 - 38.38 - 39.92 - 41.45 - ~~42.98~~ - 44.52

Principal Electrical Power Systems Engineer
\$33.82 - 35.30 - 36.77 - 38.24 - 39.71 - ~~41.18~~ - 42.65

Principal Electrical Power Systems Engineer-Premium
\$37.20 - 38.83 - 40.45 - 42.06 - 43.68 - ~~45.30~~ - 46.92

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.



Natalie Kaminski
December 28, 2001
Page 2

Incumbents of Senior Electrical Engineer positions allocated to the title of Electrical Power Systems Engineer and incumbents of Supervising Electrical Engineer positions allocated to the title of Principal Electrical Power Systems Engineer will be placed at the same salary step in the new title that they hold in their current title. The incumbents of Senior Electrical Engineer and Supervising Electrical Engineer positions that are currently being under-filled on an in-lieu-of basis will have their positions allocated to the new titles; however, they will not be affected by the classification action.

The classes of Electrical Power Systems Engineer and Principal Electrical Power Systems Engineer require Registration as a Professional Electrical Engineer in the State of Washington; however, the City agrees to continue to "grandfather" Laurie Hammack and John Skinner in their current positions.

If you concur with this Letter of Agreement, sign in the space provided below and return an original signed copy for my file. Upon receipt of your concurrence, I will request that the Personnel Director adopt the revised class specifications for Electrical Power Systems Engineer and Principal Electrical Power Systems Engineer, finalize the Classification Determination Reports, place these actions on the next quarterly ordinance, and accrete the titles to the Senior Professional Unit.

Sincerely,

Cherie Jones for
John McArty

John McArty, Labor Negotiator
City of Seattle

I agree:

Natalie Kaminski 12/28/01

Natalie Kaminski Date
Union Representative
I.F.P.T.E., Local 17

Diana K. Douglas 12/28/01

Diana K. Douglas Date
Union Representative
I.F.P.T.E., Local 17

Enclosures

cc: Dana Backiel
Jesse Krail
Tina Canul





CLASSIFICATION DETERMINATION REPORT

Date: January 3, 2001		Report No.: 00-4277
POSITION IDENTIFICATION		
DEPARTMENT/DIVISION:	SEATTLE CITY LIGHT, GENERATION PLANT OPERATIONS	
CLASSIFICATION TITLE:	GARDENER	
ORDINANCE TITLE:	GARDENER	
POSITION NUMBER:	00024107 (VACANT)	BASED ON 2000 SALARY RATES
BARGAINING UNIT:	019	CURRENT SALARY: \$15.89 -- \$17.15 (RANGE: 22.5C)

RECOMMENDED ACTION		
Classification Title:	Mechanical Supervisor, Generation	
Ordinance Title:	Mechanical Supervisor, Generation	
Legislation Required:	N/A--Budget	Based On 2000 Salary Rates
Bargaining Unit	076	Recommended Salary: \$26.04 -- \$30.36 (Range: 37.5A)
Remarks	See City Light REQ No. 003	

Analysis and Recommendation:
 In connection with the 2001 budget process the department submitted a Position Description Questionnaire (P5) for Position No. 00024107, a vacant Gardener position. The work to be assigned to this position includes supervision of the mechanical shop at the Skagit Project. Until 1997, *Mechanical Supervisor-Skagit* classification covered supervision of skilled trades in the mechanical shop including those represented by the IBEW, Local 77. This classification review resulted from the restoration of the obsolete title (*Mechanical Supervisor-Skagit* - See Rept #00-4653 creating *Mechanical Supervisor, Generation*) and a compensation review (See Rept #00-4654) that established an ordinance title (*Mechanical Supervisor, Generation*) with a similar salary relationship with subordinate positions. Our review of the PDQ and discussions with department management indicated that the former classification (*Mechanical Supervisor-Skagit*) is appropriate for the work described in the P5 submitted for the 2001 Budget. Overall, the breadth and scope of the work of the new mechanical supervisor job as described in the P5 is consistent with work previously assigned to the obsolete class specification. Based on our review, we recommend classifying Position No. 00024107 as a *Mechanical Supervisor, Generation*, BU076, at Salary Range 37.5A effective with the 2001 Budget.

Recommended: SharonLee Nicholson *sln* Classification Analyst(s)

Approved: John Pearson *J* Classification Supervisor

Nancy Schaefer *ns* Classification/Compensation Director

Norma McKinney *NM* Personnel Director





MEMORANDUM

DATE: December 26, 2001 **Asgn No. 01-5427**
Ref Asgn No. 01-5460, 00-4277, 4653, 4654

TO: Norma McKinney, Personnel DIRECTOR
VIA: NANCY SCHAEFER, CLASSIFICATION/COMPENSATION DIRECTOR
John Pearson, CLASSIFICATION/COMPENSATION SUPERVISOR
FROM: SHARONLEE NICHOLSON, CLASSIFICATION/COMPENSATION ANALYST
SUBJECT: **RECOMMENDATION TO CHANGE EFFECTIVE DATE OF NEW TITLE AND SALARY – MECHANICAL SUPERVISOR, GENERATION – Pos. # 00024107**

In its 2001 budget request, Seattle City Light requested a new classification and submitted Position No. 00024107 for allocation to the new class. We created *Mechanical Supervisor, Generation*, assigned a salary range and allocated the position with the 2001 budget. According to department management, City Light management acted on business needs and objectives, assigning *Mechanical Supervisor, Generation* duties on April 26, 2000. A time gap exists between the date the work started and the budget effective date.

RECOMMENDATION

Based on information provided by the department, the effective date of creating the title and associated salary for *Mechanical Supervisor, Generation* should be April 26, 2000. We also recommend that Position No. 00024107 be reallocated from *Gardener* to *Mechanical Supervisor, Generation* as of April 26, 2000.

Approved Norma McKinney 1/9/02
Norma McKinney, Personnel Director Date



City of Seattle
Personnel Department
MEMORANDUM



DATE: October 3, 2001

TO: Norma McKinney, Personnel Director

VIA: Nancy Schaefer, Classification/Compensation Director *ns*

FROM: John Pearson, Classification/Compensation Supervisor *JP*

SUBJECT: Salary report #01- 5153 (EEO Analyst)

Background

This salary review grew out of a request to review the classification of three positions located in the Personnel Department's Equal Opportunity Programs Unit. During the course of this review it became apparent that neither the current titles of these three positions (two Personnel Analysts and one Senior Human Services Analyst) nor the title requested by the position incumbents - Senior Personnel Analyst- was a particularly good fit for the work assigned to these positions. The Personnel Analyst class series describes professional level personnel work carried out in a central personnel agency but does not mention the EEO/Affirmative Action/ADA work assigned to these positions. The Senior Human Services Analyst classification does not have a class specification but a review of an existing draft class specification for the title shows that it is a supervisory title for positions overseeing human services or human rights programs. The position under review was originally loaned to the Personnel Department from the old Human Rights Department. It has not been reviewed for classification since it resided in the Human Rights Department. All of the aforementioned facts persuaded us to do a classification and compensation review in order to see how the work of these three positions is titled and paid in the market among comparable regional public employers.

Analysis

The work of these three positions is each different one from another. However, as a common thread the positions all work in the personnel field of EEO/Affirmative Action/ADA compliance. In order to determine how such work is titled and paid among other public sector employers we conducted a salary survey using a job description that was a composite of all three jobs. We sent this survey to twelve public employers (seven cities, four counties and the State of Washington.) From this survey we received six matches and after further analysis we determined that three of these matches were strong. One jurisdiction, King County, matched the ADA component of this work to one title and the EEO/AA component to another. We have chosen the latter match for our



survey work because it describes the majority of the work in the unit. The results of the survey are summarized below.

EEO Analyst

JURISDICTION	Title	Min Salary/hr.	Mid Salary/hr.	Max Salary/hr.	Year
Washington State	H R Consultant 4	\$21.42	\$24.42	\$27.42	2001
King County	EEO Analyst	\$22.89	\$26.93	\$30.96	2001
Pierce Co.	EEO Officer	\$23.48	\$26.65	\$29.82	2000
Market Avg.		\$22.60	\$26.00	\$29.40	
Seattle	Personnel Analyst	\$22.80	\$24.68	\$26.56	2001

Based on the above data, Seattle is slightly leading the market at the minimum, is 5.34% behind the market at the midpoint and 10.69% behind the market at the maximum. If we were to establish the salary of the EEO Analyst at Range 34.5A we would slightly exceed the market at the midpoint.

In order to insure that this recommendation would meet the criterion of internal equity within the City we looked at several City titles including the titles of Personnel Analyst and Senior Human Services Analyst (the current titles of the three positions.)

Title	Minimum	Midpoint	Maximum	Range
Personnel Analyst	\$22.80	\$24.66	26.56	33.0A
Senior Personnel Analyst	\$25.11	\$27.06	\$29.24	35.5A
Senior Human Services Analyst	\$24.66	\$26.56	28.70	35.0A
EEO Coordinator	\$24.66	\$26.56	\$28.70	35.0A

Of these four titles the Senior Human Services Analyst title is not a relevant match to the positions under consideration. This position was loaned to the Personnel Department from the old Human Rights Department several years ago and the duties of the position in the Personnel Department have never been reviewed for classification. As mentioned earlier the class concept for Senior Human Services Analyst describes a supervisory position responsible for human services or human rights programs. The position under review is neither supervisory nor does it work in the Human Services Department nor the Office for Civil Rights (formerly the Human Rights Department.) The current incumbent



in the position, in any case, is working as an EEO Coordinator in lieu of Senior Human Services Analyst.

Positions in the Personnel Analyst series are assigned work in central agency personnel programs doing a variety of specialized professional personnel work in areas such as employment, benefits, classification and compensation. The Affirmative Action/EEO/ADA work done by the subject positions is not specifically referenced in the Personnel Analyst class specification but the central agency nature of the AA/EEO/ADA programs make them comparable to other central agency programs covered in the Personnel Analyst class specification. Senior Personnel Analysts work in the same programs as Personnel Analysts but their work is distinguished from the journey level class by being assigned the most technically difficult work and by the greater degree of independence with which work assignments are carried out. Senior Personnel Analysts are often assigned project lead responsibilities and may have lead responsibility over other staff.

The work of the subject positions does not differentiate two levels. All the work as presented in the PDQs is at the same level of difficulty and responsibility. These positions are, however, the technical subject matter experts in each of their sub specialties. There does not appear to be significant project lead responsibility in the subject positions. Each position has its own specific area of expertise and although there is back up responsibility from one position to another, each position is primarily responsible for its own work assignments, not for the work assignments of others. Thus the subject positions share features of both the Personnel Analyst and Senior Personnel Analyst classes.

There is one other City title that needs to be reviewed for internal equity when establishing a salary for the subject positions. This is the EEO Coordinator (a title being used on an in lieu of basis by position # 00019355.) The EEO Coordinator is a line department title that exists in some of the City's largest departments and is responsible for establishing and maintaining EEO/Affirmative Action programs within assigned departments. EEO Coordinators do work that is very similar to work assigned to the subject positions but in addition have responsibility for a full departmental Affirmative Action/EEO program. In the Personnel Department full programmatic responsibility for Affirmative Action/EEO/ADA programs is vested in a Manager 2, Human Services position to which the subject positions report.

Our market survey suggests a salary range of 34.5A. However considerations of internal equity suggests that salary range 35.0A would be more appropriate. The Personnel Analyst class series is not the best match for these positions. The EEO/Affirmative Action/ADA work done by these positions is not included in the Personnel Analyst class series. However, even if it were, the positions do not clearly match to either the Personnel Analyst or Senior Personnel Analyst levels. As Citywide subject matter experts within their areas of expertise these positions exceed the expectations of journey level Personnel Analysts. However, the



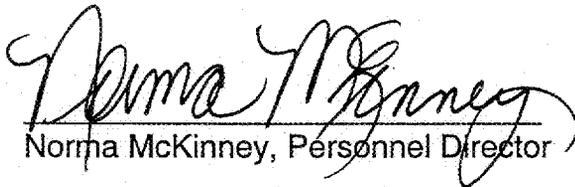
absence of two clearly discernible levels of work suggests that an exact responsibility match with Senior Personnel Analyst is not appropriate. The departmental EEO Coordinator is a better match for the subject positions. The subject matter and areas of expertise assigned to these positions and the EEO Coordinators are similar. EEO Coordinators have overall programmatic responsibility which the subject positions don't. However, balancing this is the fact that these positions have citywide responsibility, which the EEO Coordinators don't. These dissimilarities balance one another. The EEO Analysts should be paid at the same salary range, 35.0A, as the departmental EEO Coordinators.

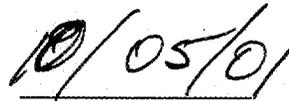
Recommendation:

We recommend the creation of a title of EEO Analyst with a salary range of 35.0A be established for these three positions. This action should be effective May 11, 2001, the date that Personnel Department management signed the PDQs.

<u>TITLE</u>	<u>SALARY and RANGE</u>
EEO Analyst	\$24-66-\$25.57-\$26.56-\$27.60-\$28.70 (35.0A)

Approved:


 Norma McKinney, Personnel Director


 Date





City of Seattle

Gregory J. Nickels, Mayor

Personnel Department

Norma J. McKinney, Director

January 10, 2002

Patricia Kieval
Union Representative
I.F.P.T.E., Local 17
2900 Eastlake Avenue E, Suite 300
Seattle, WA 98102

Subject: Letter of Agreement Regarding Identification Technician

Dear Ms. Kieval:

On May 4, 2001, the Classification/Compensation Unit received a compensation review request for the classification title of Identification Technician from the Police Department. The ten Identification Technicians positions in the Police Department are represented by the International Federation of Professional and Technical Engineers, local 17, as the exclusive collective bargaining representative for employees allocated to that classification title. The Classification/Compensation Unit conducted an investigation and determined that recruiting and retention problems exist with respect to the classification title of Identification Technician that warrant a wage increase to make the title more competitive in the local labor market.

The Classification/Compensation Unit recommended a wage increase of 5.34% at the top step of Identification Technician and a new salary range, as follows:

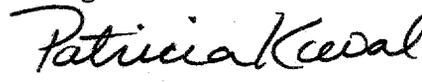
Effective May 4, 2001	\$17.82 - 18.50 - 19.20 - 19.93 - 20.72 (salary range 26.5)
Effective January 2, 2002	\$18.44 - 19.15 - 19.87 - 20.63 - 21.45 (salary range 26.5)

If you concur with this Letter of Agreement, please sign in the space provided below and return an original signed copy for my file. Upon receipt of your concurrence, I will request that the Personnel Director proceed with implementing the new wage rates through their adoption in the next quarterly ordinance.

Sincerely,


Fred Treadwell
Labor Negotiator

I agree:


Patricia Kieval
Union Representative
I.F.P.T.E., Local 17

Date 1/10/02

cc: Myla Hite



City of Seattle
Personnel Department



MEMORANDUM

DATE: DECEMBER 31, 2001 **Report No.** #01-5439 (Ten Print Supervisor)
01-5440 (Latent Print Examiner)
01-5441 (Latent Print Supervisor)

TO: NORMA MCKINNEY, PERSONNEL DIRECTOR
Via: NANCY SCHAEFER, CLASSIFICATION/COMPENSATION DIRECTOR

FROM: *chc*
CARLA H. COWARD, SENIOR CLASSIFICATION/COMPENSATION ANALYST

SUBJECT: SALARY RECOMMENDATIONS: TEN PRINT SUPERVISOR, LATENT PRINT EXAMINER, AND
LATENT PRINT SUPERVISOR

Background

This report was prepared in response to a request from the Police Department's Human Resources Bureau asking for a compensation review of the represented title of Identification Technician, and the non-represented titles of Ten Print Supervisor and Latent Print Examiner to address recruitment and retention issues. SPD did not request a salary review for the Latent Print Supervisor title, but Class/Comp felt it was important to maintain internal alignment and has included that title in this review as well.

Analysis

For the represented title of Identification Technician, Class/Comp prepared Salary Report #01-5154 in the form of a confidential memo and recommendation to the Labor Relations Director, in accordance with our practice of responding to salary review requests for represented titles. The analysis for the recommended salary change for Identification Technician is contained in Report #01-5154. Also in Report #01-5154 is our rationale for recommending salary changes to the three non-represented titles of Ten Print Supervisor, Latent Print Examiner, and Latent Print Supervisor – if the recommended salary change for Identification Technician is agreed to between the City and the Union.

We have just been informed that such agreement has been reached; accordingly, this current report recommends the salary changes that were discussed in Report #01-5154 for the three non-represented titles.



For reference, the rates recommended in Report #01-5154 for the represented title of Identification Technician are:

Identification Technician (represented - Local 17):						
2001 Rate			Proposed Rate (Before COLA)			
Min	Max	Range	Min	Max	Range	% Increase at Max
\$16.90	\$19.67	NA	\$17.82	\$ 20.72	26.5	5.34%

Recommendation

Based on the above, we recommend that the non-represented titles listed below have their salaries increased as shown. As with the Identification Technician title, the effective date should be May 4, 2001, the date Class/Comp received the compensation review request from SPD.

Ten Print Supervisor (non-represented):						
2001 Rate			Proposed Rate (Before COLA)			
Min	Max	Range	Min	Max	Range	% Increase at Max
\$18.13	\$21.10	27.0	\$19.93	\$23.25	29.5	10.19%

Latent Print Examiner (non-represented):						
2001 Rate			Proposed Rate (Before COLA)			
Min	Max	Range	Min	Max	Range	% Increase at Max
\$24.22	\$25.57	32.0	\$22.80	\$26.56	33.0	3.87%

Latent Print Supervisor (non-represented):						
2001 Rate			Proposed Rate (Before COLA)			
Min	Max	Range	Min	Max	Range	% Increase at Max
\$24.22	\$28.16	34.5	\$25.11	\$29.24	35.5	3.84%

Approved:

Nancy Schaefer
Nancy Schaefer, Classification/Compensation Director

1/04/02
Date

Norma McKinney
Norma McKinney, Personnel Director

1/4/02
Date



Police Department Identification Photo Lab
Ten Print and Latent Positions

Title	Name	Position #	Hourly Rate of Pay
Ten Print Supervisor	Catalano, Maris V	00023795	\$21.10
Ten Print Supervisor	Etter, Rita Ann	00023796	\$21.10
Identification Technician	Furtado, Umberto S.	00006494	\$19.67
Identification Technician	Gonzales, Sandra E.	00023785	\$19.67
Identification Technician	Monroe, Joyce A	00023787	\$19.67
Identification Technician	Moquino, Norma	00023789	\$16.90
Identification Technician	Nguyen, Van Elizabeth	00023786	\$19.67
Identification Technician	Perez, Francis Rumeric	00023784	\$16.90
Identification Technician	Potter, Stephanie L	00018366	\$19.67
Identification Technician	Sheehan, Patricia A	00023788	\$17.53
Identification Technician	Verbonus, Jennifer L	00018365	\$16.90
Identification Technician	Walker, Earl K	00022809	\$17.53
Latent Print Supervisor	West, Donna L	00006492	\$28.16
Latent Print Examiner	Barrow, Eugene	00020440	\$25.57
Latent Print Examiner	Chinn, Connie L	00022808	\$25.57
Latent Print Examiner	Geronimo, Teodoro B	00015154	\$25.57
Latent Print Examiner	Hill, Patricia Y	00022807	\$25.57
Latent Print Examiner	Jackson, Marsha J	00022805	\$25.57
Latent Print Examiner	Kontogianis, Geraldeen	00022729	\$25.57
Latent Print Examiner	Lizotte, David Collins	00022806	\$25.57
Latent Print Examiner	Mitchell, Debra Kay	00015156	\$25.57
Latent Print Examiner	Powell, Robin L	00006496	\$25.57
Latent Print Examiner	Tando, Karen A	00006495	\$25.57





CLASSIFICATION DETERMINATION REPORT

Date: November 14, 2001

Report No.: 01-5241

POSITION IDENTIFICATION

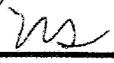
Department: Executive/Office of Economic Development
Classification Title: Senior Public Relations Specialist
Ordinance Title: Public Relations Specialist, Senior
Position Number: 00025830
Bargaining Unit: 030 Current Salary: \$22.80-\$26.56 Range: 33.0A

RECOMMENDED ACTION

Classification Title: Strategic Advisor 1, Exempt
Ordinance Title: Strategic Advisor 1, Exempt
Legislation Required: Yes, to legislate exempt status
Bargaining Unit: 140 Recommended Salary: \$21.74-\$32.62 Range: N/A
Action/Effective Date: Reallocation effective September 18, 2001

INCUMBENT STATUS

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

Recommended: Susie Farrell  Classification/Compensation Analyst
Approved: John Pearson  Classification/Compensation Supervisor
Nancy Schaefer  Classification/Compensation Director
Norma McKinne  Personnel Director



SOURCE OF REQUEST

This position was reviewed as a result of a request from the Office of Economic Development (OED). The Community Relations/Communications Program was developed during the reorganization of the OED's lines of business, programs and services. A consultant provided the initial outreach and web site development. The Office now needs a full-time position to accomplish OED's commitment to proactive outreach to businesses, the community, and media. Management feels that, in the increasingly recessionary economic climate, OED's economic development agenda needs to be more visible.

ANALYSIS AND RECOMMENDATION

This position will work with the directors, senior management, department team leads, and the Mayor, Mayor's Communications Director, press secretary, and special assistants to ensure that the Mayor's priorities are carried out in an understandable manner by using the most efficient resources and providing optimum service and performance. This position will also work with the members of City Council and Council Central Staff as well as a wide variety of media representatives.

The position was reviewed by a team of class/comp analysts for inclusion in the Managers or Strategic Advisors Program. The point factor analysis yielded 475 points in the Strategic Advisor point factor system resulting in its allocation to Zone 1. The points for each dimension are listed below.

Point Factor Dimensions:

Program	Policy	Technical	Budget/ Fiscal	Human Resources	Communications	Matrix
Med/75	Med/175	0	Low/0	Med/25	High/100	High/100

OED has requested that the position be exempt from Civil Service. They state that the position requires a confidential and fiduciary relationship with the appointing authority and communications staff. The position receives direction from the Mayor's Office on high visibility and high priority issues directly affecting the public; this relationship is a highly critical aspect of the position. The position has a high degree of autonomous decision-making responsibility in the program development and management of communications, the public involvement process, and media relations priorities.

Recommendation:

Based on the duties and responsibilities, we recommend that this position be reallocated to Strategic Advisor 1 effective September 18, 2001, the date the PDQ was signed. We also recommend the position be exempt from Civil Service.





CLASSIFICATION DETERMINATION REPORT

Date: December 24, 2001 Report No.: 01-5453

POSITION IDENTIFICATION
Department/Division Fire
Classification Title: N/A – new position
Ordinance Title: N/A – new position
Position Number: 10001821
Bargaining Unit: N/A Current Salary: N/A (Range: N/A)

RECOMMENDED ACTION
Classification Title: Exempt
Ordinance Title: Strategic Advisor 3, Exempt
Legislation Required: Yes, for exemption from classified service
Bargaining Unit: 140 Recommended Salary: \$30.68 – 46.02 (Range: N/A)
Action: Reclassification Reallocation Title Change Only
 (Re)designation (exempt only) No Change
Effective Date: January 1, 2002

INCUMBENT STATUS
Incumbent: N/A; New position effective 1-1-02
Current Standing: N/A
Recommended Standing: N/A
In recommended standing, incumbent status is: N/A
[] Regular; [] Probationary; [] Temporary (audit required)
Authority: Personnel Rule N/A
[] 2.3.100; [] 2.3.200; [] 2.3.300.
Remarks:

Recommended: Curt Funk *CF* Senior Class/Comp Analyst
Approved: Nancy Schaefer *NS* Classification/Compensation Director
for Norma McKinney *NM* Personnel Director



Source of Request and Position Identification:

This is a new position in the 2002 budget – a late addition via a Council “Green Sheet.” The position will be responsible for the development of a Citywide emergency management and anti-terrorism plan. The position will manage a consulting contract to augment the development of a Citywide plan, and will coordinate the plan throughout the City and with other governments and statewide agencies. The position will report directly to the Fire Chief.

Scope of Review:

The review of the subject position included analysis of the following:

- ◆ Position Description Questionnaire (PDQ) submitted for this review;
- ◆ Additional information from telephone interviews with the Fire Department’s Human Resources Director and the Assistant Chief for Administration;
- ◆ Review of the organizational chart affecting the subject position;
- ◆ Internal peer and supervisory discussions;
- ◆ Team rating of the position using the Strategic Advisor Point Factor Matrix.

Summary of Work:

This position will address major anti-terrorism issues in the City. It is a new function, designed to meet urgent needs identified by the Mayor’s Office and the Police and Fire Departments. The position will interface with all departments and with the emergency preparedness unit in the Police Department; compared with SPD’s emergency preparedness unit, the subject position will have more of a focus on anti-terrorism issues, and will manage a consulting contract related to anti-terrorism. The position’s program and policy responsibilities will be of the highest priority and will have significant visibility. Matrix and communications management will be across departmental and governmental lines, and will include policy decisions – confidential and public – at the highest level of government. The position’s budget responsibilities extend beyond its own organization unit and the consultant contract; this position will make recommendations and decisions that will have an effect on other departments’ deployment of resources and personnel, and consequently will have an effect on departments’ budgets in terms of meeting requirements for security issues.

For a more complete listing of duties and responsibilities, please refer to the Position Description Questionnaire (PDQ) submitted for this review and included in the position file.

Analysis:

A team of Class/Comp Analysts reviewed and rated the position using the Manager/Strategic Advisor point factor rating system, resulting in the following ratings:

Point Factor Dimensions:

Human Resources	Budget/ Fiscal	Program	Policy	Technical	Communications	Matrix
Med/25	Med/75	High/150	High/350	Low/0	High/100	High/100



Recommendation:

Based on the above ratings total of 800 points, Strategic Advisor 3 is the proper level for this position. The department has requested that the position be exempt from the classified service due to its particularly high level of professional accountability, including confidential (and public) policy recommendations and decisions that will have an effect on Citywide safety and security. We concur, and recommend that the position be exempt from the classified service.

Accordingly, the appropriate title is Strategic Advisor 3, Exempt. The exemption must be legislated (on Class/Comp's fourth quarter ordinance of 2001); pending passage of the exemption legislation, this report shall be authorization for the department to fill the position in the interim on an in-lieu-of basis as a Strategic Advisor 3, Courts, Legal, and Public Safety.

The effective date should be January 1, 2002, the date of the position's creation.



November 8, 2001

**PERSONNEL DEPARTMENT
APEX MARKET GROUP ALLOCATION
EXECUTIVE COMPENSATION REVIEW COMMITTEE**

POSITION IDENTIFICATION:

C/C Log #: 01-5369

Department:	Police
Current Job Title:	Manager 2, General Government
Current Incumbent:	Vacant
Position Number:	00018364
Current Sal Range Top Step:	\$80,451
Requested Market Group:	1

ECRC DECISION:

ECRC approves as follows:	
Market Group:	<u>1</u>
Effective date:	<u>11/16/01</u>
Authorized To Compensate In Adjoining Market Group:	<u>N/A</u>
Signature of ECRC Representative:	
Date of ECRC Approval:	<u>11/16/01</u>

ANALYSIS: This review is the result of a reorganization in the Police Department's Human Resources Section. The former head of Human Resources was an Executive 2, reporting to the Chief of Police. The Executive 2 position has been abrogated, and the department requests an Executive 1 position to head Human Resources. Under the new organization, the Executive 1 would report to an Assistant Chief and would have a smaller span of control than the Executive 2. The department requests that this vacant Manager 2 position, which formerly reported to the Executive 2, be redesignated to Executive 1.

The ratings on the three APEX criteria are as follows: Hierarchical Orientation: Low. The position's opportunity to effect positive change extends to all divisions within the Police Department. Strategic Significance: Low. The Human Resources Director for a large department is a specific example in the APEX matrix's Low rating. Scope and Impact: Low. The JSQ cites a division budget of \$2.3 million, plus the position's decisions have a direct impact on the department's overall budget, both in terms of expenditures and liability.

The above ratings support a level of Executive 1. This level is consistent with other large departments whose Human Resources section is headed by an Executive 1 (Parks, City Light, Finance, SPU, Fire). This report, when signed by the ECRC, will be the authority to redesignate this Manager 2-General Government position to Executive 1.





CLASSIFICATION DETERMINATION REPORT

Date: November 29, 2001

Report No.: 01-5242

POSITION IDENTIFICATION

Department: Seattle Transportation (SeaTran)
Classification Title: Senior Executive Assistant
Ordinance Title: Executive Assistant, Senior
Position Number: 00008596 Current Salary: \$28.16 - \$32.73 Range: 38.5A
Bargaining Unit: 030

RECOMMENDED ACTION

Classification Title: N/A, exempt
Ordinance Title: Executive Assistant, Senior
Bargaining Unit: 030 Recommended Salary: \$28.16 - \$32.73 Range: (38.5A)
Action: Reclassification Allocation Title Change Only
 Designation (exempt only) No Change
Legislation required: Yes, to update the exemptions ordinance.
Effective Date: November 6, 2001.

INCUMBENT STATUS

Incumbent: Susan F. Mueller
Current Standing: Senior Executive Assistant
Recommended Standing: N/A, exempt
In recommended standing, incumbent status is:
 [] Regular [] Probationary [] Temporary (exam required)
Authority: Personnel Rule [] 2.3.100 [] 2.3.200 [] 2.3.300

Recommended: Carl Swanson *CDS* Classification/Compensation Analyst

Approved: John Pearson *JP* Classification/Compensation Supervisor

Nancy Schaefer *NS* Classification/Compensation Director

Norma McKinney *NM* Personnel Director



Source of Request, Position Identification and Position History

This request is from the Department. This position is located in the Director's Office. This review is based on the Department's request for the position to be exempt from Civil Service coverage. This position is classified as a Senior Executive Assistant by virtue of a decision of the Classification Project Appeals Examiner (Case #090694B) which was linked to the incumbent at the time. The Appeals Examiner decision notes that there is nothing to preclude the review of the duties of this position once that incumbent vacates the position. Subsequent to the writing of that determination in 1995, that incumbent has left the position, it has been re-filled, and it is appropriate to review it now for proper classification.

Scope of Review

This report is a result of the following research and review:

- Position Description Questionnaire dated November 6, 2001;
- organization chart; and
- class specifications for Senior Executive Assistant.

Summary of Work

The subject position reports to the Department Director. Duties include

- reviewing division's budget submittals and making recommendations to the department head; preparing the Director's Office annual budget;
- shaping the program direction and influencing stakeholders in the development of programs;
- overseeing the Department's development, implementation, measurement, and performance of the Department's Goals, Actions, Results, and Measures (GARMS), and the Department's Managing For Results (MFRs) business plan;
- researching and defining issues, identifying appropriate resources and options, coordinating and monitoring progress;
- acting as liaison between division directors and Department Director's office, elected officials, citizens, and the media on a variety of ad hoc, or ongoing issues, programs and/or processes; and
- recommending, drafting implementing and administering policy development and oversight for the Department, working with stakeholders, elected officials and Department's senior leadership/executive team.

Class Concept

SENIOR EXECUTIVE ASSISTANT

Positions in this class perform a wide variety of complex, confidential and sensitive executive level administrative duties for the head of a department or to a deputy superintendent. This is the fourth level in a five level series. Positions in this class, under general supervision, identify issues, conduct research and develop solutions, options and alternatives for a variety of sensitive, confidential or complex administrative, managerial or operational problems; prepare a variety of reports and correspondence;



serve as liaison to the operating divisions of the department; implement and manage a variety of special projects and activities; and review and monitor budgets.

Analysis

Senior Executive Assistant remains an appropriate classification for the job duties of the subject position. This position is serving as the professional staff support to a department head. It is also assigned duties involving budgets, program management, performance measures and special projects; in addition to serving as the liaison between the department head and elected officials, division directors, citizens and the media. These duties and responsibilities support continued placement in the Senior Executive Assistant class.

As noted above, the reason for the current review is that SeaTran has requested an exemption from the Civil Service system for the subject position.

There are three criteria for exemption. SeaTran management indicates that this request meets the criteria for exemption under (1) and (2) below:

1. Positions "requiring a particularly high degree of professional responsiveness and individual accountability;" or
2. Positions "requiring a confidential or fiduciary relationship with the appointing authority;" or
3. "Judicial positions requiring insulation as a third branch or government."

The rationale for this exemption is as follows.

- This position is responsible for analyzing and researching policies and procedures, developing solutions, options and alternatives, making recommendations and preparing reports on a variety of complex administrative, managerial and operational issues and problems. These duties demonstrate a high level of responsibility, a high degree of professional responsiveness and individual accountability.
- This position must lead and conduct a variety of sensitive meetings with elected officials as well as department heads. As such confidentiality is essential.
- In addition, this position serves as liaison to the operating divisions of the Department, implements and manages a variety of special projects and activities, and coordinates and leads new programs.

Recommendation

Based on the current duties and responsibilities assigned to the subject position, it is recommended that position #00008596 be designated as Senior Executive Assistant, exempt from Civil Service.



STATE OF WASHINGTON – KING COUNTY

--SS.

141716
City of Seattle, Clerk's Office

No. 120725,26,27,29 T O ORD

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:120725,

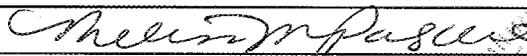
was published on

2/26/2002



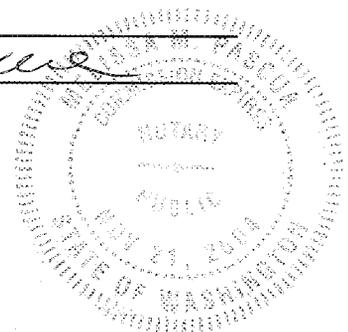
Subscribed and sworn to before me on

2/26/2002



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 February 11, 2002, 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 464-8344.

ORDINANCE NO. 120729

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

ORDINANCE NO. 120727

AN ORDINANCE authorizing execution of a Collective Bargaining Agreement effective through December 31, 2001, and a Collective Bargaining Agreement effective through December 31, 2004, between the City of Seattle and the IAFF, Local 2888 Fire Chiefs, and providing payment therefor; and reclassifying and allocating two (2) administrative Fire Battalion Chief positions to the rank of Fire Chief Deputy.

ORDINANCE NO. 120726

AN ORDINANCE relating to the Community Development Block Grant Float Loan Program; authorizing a short-term loan of up to Six Million One Hundred Sixty Two Thousand One Hundred Thirty Five and No/100 Dollars (\$6,162,335) in Block Grant funds to Southeast Effective Development, a Washington nonprofit corporation, to finance site acquisition and certain pre-development costs of the Rainier Court neighborhood revitalization project; authorizing amendments to the 2001-2004 Consolidated Plan and 2002 Action Plan to reflect such loan and to update the description of the Rainier Court project in the Southeast Neighborhood Revitalization Strategy; appropriating funds for the loan and for possible new advances after early repayments, and ratifying and confirming prior acts.

ORDINANCE NO. 120725

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

Publication ordered by JUDITH PIPPIN, City Clerk.

Date of official publication in Daily Journal of Commerce, Seattle, February 26, 2002. 2/26(141716C)