

Ordinance No. 121345

Council Bill No. 114736

The City of Seattle  
Council Bill/Ordinance

AN ORDINANCE relating to exemptions from the Civil Service, reenacting and amending Seattle Municipal Code Section 4.13.010 to exempt various positions of employment from the Civil Service System by a two-thirds vote of the City Council.

*Pass*

CF No. \_\_\_\_\_

Date Introduced:	<u>OCT 30 2003</u>	
Date 1st Referred:	To: (committee)	
<u>OCT 20 2003</u>	<u>BUDGET</u>	
Date Re - Referred:	To: (committee)	
Date Re - Referred:	To: (committee)	
Date of Final Passage:	Full Council Vote:	
<u>11-24-03</u>	<u>9-0</u>	
Date Presented to Mayor:	Date Approved:	
<u>4-25-03</u>	<u>12/5/03</u>	
Date Returned to City Clerk:	Date Published:	T.O. <input type="checkbox"/> P.T. <input checked="" type="checkbox"/>
<u>12/5/03</u>	<u>628</u>	
Date Vetoed by Mayor:	Date Veto Published:	
Date Passed Over Veto:	Veto Sustained:	

11-24-03 *Pass*

This file is complete and ready

*Law Department*

Law Dept. Review

The City of Seattle - Legislative Department

Council Bill/Ordinance sponsored by: \_\_\_\_\_

*Jan Peago*

Councilmember

**Committee Action:**

*Passed JC, RC, JD, RIN, STD, MP, PS*

*11-24-03 Passed 9-0*

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

Committee: \_\_\_\_\_

*Law Department*

*Priority Note Clerk/Dep  
@ 4:00  
All written  
Amended  
Sponsor  
Revised/Amended  
NO TO BE  
Revised Bill &* (Initials)

Law Dept. Review

OMP  
Review

*(initials)*  
City Clerk  
Review

Electronic  
Copy Loaded

Indexed

ORDINANCE

121345

1  
2  
3 AN ORDINANCE relating to exemptions from the Civil Service, reenacting and amending  
4 Seattle Municipal Code Section 4.13.010 to exempt various positions of employment  
5 from the Civil Service System by a two-thirds vote of the City Council.

6 WHEREAS, the City of Seattle has maintained an official list of positions and titles that are  
7 exempt from civil service, and has codified the list under Seattle Municipal Code Section  
8 4.13.010; and

9 WHEREAS, the City annually updates its official list of Civil Service-exempt positions and titles  
10 based on personnel actions that are adopted by ordinance during the calendar year, or are  
11 implemented through the annual budget process; and

12 WHEREAS, the previous reclassification of an Administrative Staff Assistant position to an  
13 Executive Assistant position in the Office of Civil Rights, and the addition of a Deputy  
14 Police Chief in the Seattle Police Department, were not shown with the appropriate  
15 underlines and strikethroughs in previous Civil Service exemption ordinances; and

16 WHEREAS, the City Council now wishes to adopt an updated list of Civil Service-exempt  
17 positions and titles for 2004, and reflect the reclassification and new position mentioned  
18 above, using the appropriate underlines and strikethroughs for clarity's sake; NOW  
19 THEREFORE

20 **BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:**

21 Section 1. Effective January 1, 2004, S.M.C. 4.13.010 is hereby reenacted and amended  
22 as follows:

23 **4.13.010 Exemptions from the Civil Service and Public Safety Civil Service Systems.**

24 In addition to those positions exempted by statute, City Charter, or other ordinance  
25 provision (elected officers, officers appointed pursuant to the City Charter, assistant City  
26 attorneys, heads of employing units, members of boards and commissions established by the City  
27 Charter, members of boards and commissions established by ordinance, positions excluded from  
28 the Public Safety Civil Service System pursuant to S.M.C. Section 4.08.060, system-wide  
exemptions provided for in S.M.C. Section 4.13.020, and library employees), the positions of



1 City employment listed in the subsections of this section requiring a particularly high degree of  
2 professional responsiveness and individual accountability, or requiring a confidential or fiduciary  
3 relationship with the appointing authority, or being judicial positions requiring insulation as a  
4 third branch of government, are hereby declared to be exempt from the Seattle Municipal Code  
5 Chapters 4.04, 4.08, and the rules of the City Personnel and the Public Safety Civil Service  
6 Commission regarding examination, selection, discipline, termination, and appeals.  
7  
8

9 **Employment Unit**

**Titles of Exempt Positions**

10 1. All Employing Units

Administrative Secretary

Assistant to the Superintendent

Executive Assistant/Secretary

All legal advisors and associate legal advisors to employing units

Executive 1

Executive 2

Executive 3

Executive 4

IT Professional A, Exempt

IT Professional B, Exempt

IT Professional C, Exempt

Manager 1, Exempt

Manager 2, Exempt

Manager 3, Exempt



Office/Maintenance Aide

Strategic Advisor 1, Exempt

Strategic Advisor 2, Exempt

Strategic Advisor 3, Exempt

2. Arts and Cultural Affairs,  
Office of

~~((2-))~~3. Auditor, Office of the City All positions in the Office of the City Auditor except clerical positions classified in the Administrative Support class series

~~((3-))~~4. City Light Power Marketer

~~((4-))~~5. Civil Service Commission Administrative Staff Assistant (PosNo. 00025687)

~~((5- Design, Construction and Land Use~~ ~~Special Projects Facilitator (PosNo. 00021848)~~

~~Administrative Staff Assistant (PosNo. 00014435)))~~

6. Executive Administrative Staff Assistant (OED) (PosNo. 00024286)

Administrative Staff Assistant (OIR) (PosNo. 00015325)

Administrative Staff Assistant (OOH) (PosNo. 00017417)

All directors of offices in the Executive Department

All positions in the Office of the Mayor

All positions in the Office of Policy and Management

~~((Administrative Staff Assistant))~~ Executive Assistant  
(OCR) (PosNo. 00024628)

7. Executive Administration Claims Adjuster I-~~((Finance))~~ DEA

Claims Adjuster II-~~((Finance))~~ DEA

Claims Manager



Investment Officer, Assistant

8. Finance

9. Fire

All positions included in the Public Safety Civil Service

Administrative Staff Assistant (PosNo. 00007594)

10. Fleets and Facilities

11. Hearing Examiner,  
Office of

All positions in the Office of Hearing Examiner, except clerical positions classified in the Administrative Support and Accounting Support class series

12. Human Services

13. Information Technology,  
Department of

Executive Assistant, Senior (PosNo. 00026709)

14. Law

All positions in the Law Department, except clerical positions classified in the Administrative Support and Accounting Support class series

15. Legislative

Administrative Specialist II (PosNo. 10002089) (OPARB staff)

All positions in the Legislative Department, except other clerical positions classified in the Administrative Support and Accounting Support class series

16. Municipal Court

All Municipal Judges, Magistrates, and Commissioners

All positions in the Probation Counselor class series

~~((Administrative Staff Assistant (PosNo. 00021316)))~~

Administrative Specialist II (PosNo. 00023563)

Research and Evaluation Assistant (PosNo. 00011478)

Bailiff

Bailiff, Chief

Executive Assistant (PosNo. 00016207)



1		Municipal Court Marshal
2		Municipal Court Marshal, Senior
3		
4	17. Neighborhoods	Administrative Staff Assistant (PosNo. 00022313)
5	18. Parks and Recreation	Administrative Staff Assistant (PosNo. 00010227)
6	19. Personnel	Administrative Staff Assistant (PosNo. 00025346)
7	<u>20. Planning and Development.</u>	<u>Special Projects Facilitator (PosNo. 00021848)</u>
8	<u>Department of</u>	<u>Administrative Staff Assistant (PosNo. 00014435)</u>
9		
10	<del>((20.))</del> <u>21. Police</u>	Administrative Assistant to Chief of Police
11		All positions included in the Public Safety Civil Service
12		Executive Assistant, Senior (PosNo. 00006333)
13		Police Chief, Assistant
14		<u>Police Chief, Deputy</u>
15		Police Department Clinical Psychologist
16		<del>((Warrant Officer))</del>
17		<del>((Warrant Office, Senior))</del>
18		<del>((Warrant Office, Supervisor))</del>
19		
20		
21	<del>((21.))</del> <u>22. Public Safety Civil</u>	
22	Service Commission	
23	<del>((22.))</del> <u>23. Retirement</u>	
24	<del>((23.))</del> <u>24. Seattle Center</u>	<del>((Administrative Staff Assistant (PosNo. 00009024)))</del>
25	<del>((24.))</del> <u>25. Seattle Ethics and</u>	All positions in the office of the Seattle Ethics and
26	Elections Commission	Elections Commission
27	<del>((25.))</del> <u>26. Seattle Public Utilities</u>	
28		







# City of Seattle

Gregory J. Nickels, Mayor

## Office of the Mayor

September 29, 2003

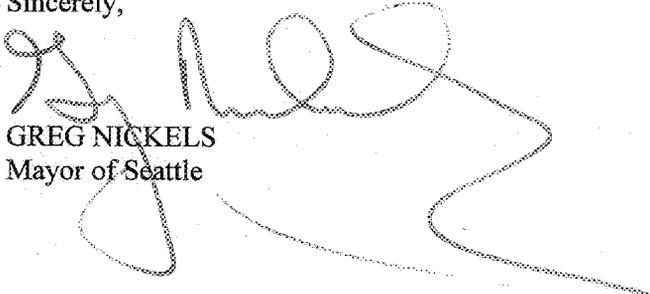
Honorable Peter Steinbrueck  
President  
Seattle City Council  
City Hall, Second Floor

Dear Council President Steinbrueck:

The attached ordinance amends Seattle Municipal Code Section 4.13.010 to exempt various positions of employment from the Civil Service System in the City of Seattle's 2004 Budget. The Personnel Department's Classification and Compensation Unit worked closely with Department of Finance staff to complete the substance of this legislation. The ordinance includes changes that have been approved throughout the year, as well as proposed position actions that were submitted during the budget process.

Thank you for your consideration of this legislation. Should you have questions please contact Edie Jorgensen at 684-7964.

Sincerely,

  
GREG NICKELS  
Mayor of Seattle

600 Fourth Avenue, 7th Floor, Seattle, WA 98104-8154

Tel: (206) 684-4000, TDD: (206) 684-8811 Fax: (206) 684-5360, E:mail: [mayors.office@ci.seattle.wa.us](mailto:mayors.office@ci.seattle.wa.us)

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### **2004 BUDGET LEGISLATION FISCAL NOTE**

*Note: This fiscal note template may be used for most pieces of budget legislation. Certain legislation submitted with the budget (e.g., the Supplemental Ordinance, Drug Forfeiture Legislation, Money Laundering Forfeiture Legislation, etc.), require that the standard fiscal note template be used with some modification. Please work with your Budget Analyst so that your fiscal note provides the information that is required during the budget process.*

*The standard template can be found on the Legislation Tracking Page on the inweb at <http://inweb/legislationtracking/>*

Department:	Contact Person/Phone:	DOF Analyst/Phone:
Personnel Department:	Edie Jorgensen/684-7964	Aimee Strasko/386-4090
Classification and Compensation Division	Nancy Schaefer/386-9081 Linda Leong/684-7970	

Legislation Title: AN ORDINANCE relating to exemptions from the Civil Service, reenacting and amending Seattle Municipal Code Section 4.13.010 to exempt various positions of employment from the Civil Service System by a two-thirds vote of the City Council.

• **Summary of the Legislation:**

This legislation, commonly known as the Civil Service Exemptions Ordinance, amends Seattle Municipal Code (SMC) 4.13.010 Exemptions from the Civil Service and Public Safety Civil Service Systems, effective January 1, 2004. In addition to those positions exempted by statute, City Charter, or other ordinance provision, positions of City employment listed in this ordinance require a particularly high degree of professional responsiveness and individual accountability, or a confidential or fiduciary relationship with the appointing authority. Also exempt are judicial positions that require insulation as a third branch of government, and are declared to be exempt from Seattle Municipal Code Chapters 4.04 and 4.08, and the rules of the City Personnel and the Public Safety Civil Service Commission regarding examination, selection, discipline, termination, and appeals. In addition to exempting specific positions from Civil Service, this ordinance corrects a couple of technical omissions from previous ordinances. First, the position of Police Chief, Deputy was added as a new, exempt position in October 2001 by Ordinance 120579, but was not included in the Civil Service Exemptions Ordinance and, therefore, was not correctly added to SMC 4.13.010 later that year. An individual working on the Code recognized this oversight and added the Police Chief, Deputy title so it is, in fact, currently reflected in SMC 4.13.010. This ordinance simply underlines the existing Police Chief, Deputy title to officially recognize it as an exempt position and correct the technical oversight of not including it in the Civil Service Exemptions Ordinance (Ordinance 120649) that was passed on November 26, 2001. Finally, an Administrative Staff Assistant position was reclassified to an Executive Assistant title in the Office of Civil Rights in 1999. As the Administrative Staff Assistant position was Civil Service-exempt to begin



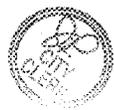
with, no change in exemption status occurred as a result of the reclassification process. Due to a technical oversight, however, the change in title was not reflected using underline and strikeout in the Civil Service Exemption Ordinance that was passed in November 2002 as part of the 2003 budget process. This ordinance simply shows the reclassification using underline and strike out in order to remedy the technical oversight in the 2003 Civil Service Exemptions ordinance.

- Background: *(Include brief description of the purpose and context of legislation and include record of previous legislation and funding history, if applicable):*

NA

- *Please check one of the following:*

This legislation does not have any financial implications. (Stop here and delete the remainder of this document prior to saving and printing.)



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STATE OF WASHINGTON – KING COUNTY

--SS.

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166339  
City of Seattle, Clerk's Office

No. ORDINANCE IN FULL

**Affidavit of Publication**

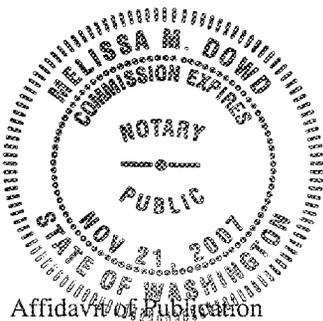
The undersigned, on oath states that he is an authorized representative of The Daily Journal of Commerce, a daily newspaper, which newspaper is a legal newspaper of general circulation and it is now and has been for more than six months prior to the date of publication hereinafter referred to, published in the English language continuously as a daily newspaper in Seattle, King County, Washington, and it is now and during all of said time was printed in an office maintained at the aforesaid place of publication of this newspaper. The Daily Journal of Commerce was on the 12<sup>th</sup> day of June, 1941, approved as a legal newspaper by the Superior Court of King County.

The notice in the exact form annexed, was published in regular issues of The Daily Journal of Commerce, which was regularly distributed to its subscribers during the below stated period. The annexed notice, a

CT:121345 ORD IN FULL

was published on

12/17/2003



*Jenniper Parteyes*  
Subscribed and sworn to before me on

12/17/2003

*Mel Dowd*  
Notary public for the State of Washington,  
residing in Seattle

