

Ordinance No. 123213

Council Bill No. 116762

AN ORDINANCE relating to City employment; establishing new titles and/or salaries, retitling, and reclassifying positions in the Office of the City Clerk, Legislative Department.

Related Legislation File:

Date Introduced and Referred: 12-7-09	To: (committee): Full Council
Date Re-referred:	To: (committee):
Date Re-referred:	To: (committee):
Date of Final Action: 12-14-09	Date Presented to Mayor: 12-15-09
Date Signed by Mayor: Returned Unsigned by Mayor	Date Returned to City Clerk: 12-22-09
Published by Title Only <input checked="" type="checkbox"/>	Date Vetoed by Mayor:
Published in Full Text <input type="checkbox"/>	
Date Veto Published:	Date Passed Over Veto:
Date Veto Sustained:	Date Returned Without Signature:

The City of Seattle – Legislative Department

Council Bill/Ordinance sponsored by: Richard Contino

Committee Action:

Date	Recommendation	Vote

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

Full Council Action:

Date	Decision	Vote
12-14-09	Passed 8-1 (No: McIver)	

1 WHEREAS, the Office of City Clerk is required by the City Charter and the Seattle Municipal
2 Code to record, house, and make available to the public, in all mediums, the work of the
3 City Council, as well as manage and provide public access, in all mediums, to the official
records of all City Departments; and

4 WHEREAS, this responsibility and work is unique to the Office of the City Clerk Legislative
5 Department; and

6 WHEREAS, the City titles of Management Systems Analyst, Administrative Staff Assistant,
7 Research and Evaluation Assistant and Research and Evaluation Aide do not accurately
8 reflect the unique work of managing and providing access to the work product of the
Council; and

9 WHEREAS, the Office of the City Clerk undertook a two year comprehensive examination with
10 the assistance of an external organizational consultant of its internal organization that
11 produced staff generated requests for job specific titles that identified for external and
internal customers the unique work and responsibilities of Clerk's Office staff; and

12 WHEREAS, such clarity and accuracy enhances transparency and accountability and the goal of
13 open government; NOW, THEREFORE,

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

15
16 **Section 1. Establishing New Titles and/or Salaries.** Upon request of the Office of City
17 Clerk, the following titles and rates are established, effective as of the date shown:

18	Department:	Legislative
19	New Title:	Council Clerk
20	Salary Range:	\$27.25 – 29.44 (Range 29.5A)
21	Effective:	November 3, 2009
22		
23	Department:	Legislative
24	New Title:	Legislative Information Analyst
25	Salary Range:	\$28.87 – 33.64 (Range 33.0A)
26	Effective:	November 3, 2009
27		
28		



1 Department: Legislative
2 New Title: Legislative Information Supervisor
3 Salary Range: \$28.87 – 33.64 (Range 33.0A)
4 Effective: November 3, 2009

5 Department: Legislative
6 New Title: Legislative Information Specialist II
7 Salary Range: \$23.43 – 27.25 (Range 27.5A)
8 Effective: November 3, 2009

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10 Department: Legislative
11 New Title: Legislative Information Specialist I
12 Salary Range: \$19.79 – 21.28 (Range 21.0A)
13 Effective: November 3, 2009

14
15 Department: Legislative
16 New Title: City Records Management Analyst
17 Salary Range: \$28.87 – 33.64 (Range 33.0A)
18 Effective: November 3, 2009

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21 The obsolete title of Legislative Committee Assistant shall be abolished upon
22 assignment of the above titles and rates to existing positions.
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2 **Section 2. Retitling.** Upon request of the Office of the City Clerk, the following
3 positions are retitled effective November 3, 2009:
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5 1 position (#00026691) of Management Systems Analyst retitled to Legislative Information
6 Analyst.
7

8 1 position (#10001155) of Administrative Staff Assistant retitled to Legislative Information
9 Supervisor.
10

11 2 positions (#00010705, #00017449) of Research and Evaluation Aide retitled to Legislative
12 Information Specialist I.
13

14 2 positions (#00026689, #0026690) of Research and Evaluation Assistant retitled to Legislative
15 Information Specialist II.
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17 2 positions ((#00010371, #00010683) of Legislative Committee Assistant retitled to Council
18 Clerk.
19

20 1 position (#10001258) of Management Systems Analyst retitled to City Records Management
21 Analyst.
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23 1 position (#10001257) of Research and Evaluation Assistant retitled to City Records
24 Management Analyst.
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Section 3. Reclassification. Upon request of the Office of City Clerk, the following positions are reclassified effective November 3, 2009:

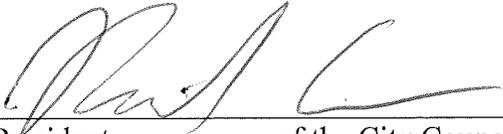
2 positions (#10003086, #10003084) of Management Systems Analyst Assistant reclassified to Assistant City Archivist.

Section 4. Any act consistent with the authority and prior to the effective date of this ordinance is hereby ratified and confirmed.

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



1 Passed by the members of the City Council the 14th day of December, 2009, and
2 signed by me in open session in authentication of its passage this 14th day of December,
3 2009.

4 
5 President _____ of the City Council

6 Approved by me this ____ day of _____, 2009.

7
8 Returned Unsigned
9 _____
Gregory J. Nickels, Mayor

10 Filed by me this 22 day of December, 2009.

11
12 
13 City Clerk

14 (Seal)



FISCAL NOTE FOR NON-CAPITAL PROJECTS

Department:	Contact Person/Phone:	DOF Analyst/Phone:
Legislative	Catherine Moore, 684-8361	N/A

Legislation Title:

AN ORDINANCE relating to City employment establishing new titles and/or salaries, retitling, and reclassifying positions in the Office of the City Clerk, Legislative Department.

• **Summary of the Legislation:**

This legislation establishes new titles and/or salaries, retitles, and reclassifies positions in the Office of the City Clerk.

• **Background:**

The Office of the City Clerk completed a two-year examination with the assistance of an external organizational consultant of its internal organization that produced staff generated requests for job-specific titles that accurately reflect their unique work and responsibilities.

• *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.)*

Existing resources within the Legislative Department are sufficient to implement the proposal.





**Legislative Department
Office of City Clerk
Memorandum**

Date: December 22, 2009
To: Councilmembers
From: Laurel Humphrey 
Subject: Mayor's Return of Council Bill No. 116762, Unsigned

On December 22, 2009, Mayor Nickels returned Council Bill No. 116762 to this office without his signature of approval. CB 116762 is a bill relating to positions in the Office of the City Clerk. The Mayor did not provide an explanation for his decision to leave the Bill unsigned.

The absence of the Mayor's signature indicates neither his approval nor disapproval of the Council Bill, as addressed in Seattle Municipal Code 1.04.020 and City Charter Article IV, Section 12.

However, a Bill returned by the Mayor unsigned is considered "approved" for purposes of the Bill becoming an Ordinance, and therefore law, within the City of Seattle.

No further action on the part of Council is required.

STATE OF WASHINGTON – KING COUNTY

--SS.

248692
CITY OF SEATTLE, CLERKS OFFICE

No. TITLE ONLY

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.

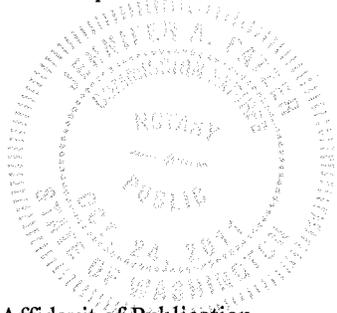
The notice in the exact form annexed, was published in regular issues of The Daily Journal of Commerce, which was regularly distributed to its subscribers during the below stated period. The annexed notice, a

CT:123205,207-08,10-13-14

was published on

12/24/09

The amount of the fee charged for the foregoing publication is the sum of \$ 84.90, which amount has been paid in full.



[Handwritten signature]

Subscribed and sworn to before me on

12/24/09

[Handwritten signature]

Notary public for the State of Washington,
residing in Seattle

State of Washington, King County

City of Seattle

TITLE-ONLY PUBLICATION

The full text of the following ordinances, passed by the City Council on December 14, 2009, and published here by title only, will be mailed upon request, or can be accessed at <http://clerk.ci.seattle.wa.us>. For further information, contact the Seattle City Clerk at 684-8344.

ORDINANCE NO. 123205

AN ORDINANCE relating to the Department of Parks and Recreation; authorizing the Superintendent of Parks and Recreation to enter into an agreement with The Seattle Aquarium Society for operation and management of the Seattle Aquarium.

ORDINANCE NO. 123207

AN ORDINANCE authorizing the Superintendent of the Department of Parks and Recreation to enter into a Ground Lease with The Center for Wooden Boats to develop, operate and maintain an Education Center in Lake Union Park.

ORDINANCE NO. 123208

AN ORDINANCE relating to the Seattle Center Department; authorizing execution of an agreement with Giant Magnet for the presentation of annual festivals at Seattle Center.

ORDINANCE NO. 123210

AN ORDINANCE relating to Seattle Public Utilities; authorizing the Director of Seattle Public Utilities to accept two easements for new, City-owned water facilities in 9000 Olson Place SW, Seattle, King County, Washington and to declare an easement for drainage purposes in the above property surplus to the City of Seattle's needs.

ORDINANCE NO. 123213

AN ORDINANCE relating to City employment; establishing new titles and/or salaries, retitling, and reclassifying positions in the Office of the City Clerk, Legislative Department.

ORDINANCE NO. 123214

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

Publication ordered by the City Clerk
Date of publication in the Seattle Daily
Journal of Commerce, December 24, 2009.
12/24(248692)