



City of Seattle Legislative Information Service

APPENDIX 3

Seattle Municipal Code

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Title 4 - PERSONNEL
Chapter 4.04 - Personnel Regulations

SMC 4.04.040 Administration.

A. There shall be a personnel system for the City, administered by the Director of Personnel. The Director shall be appointed, confirmed, and removed as provided in the Seattle City Charter, Article XVI, Section 1.

B. The duties of the Director include:

1. Promote the improvement of City personnel administration, and personnel standards within the City;
2. Lead City departments, offices, boards, and commissions, and their personnel offices, in the development of effective personnel programs. To help the Director perform this duty, the personnel offices of City departments shall keep the Director informed of their actions;
3. Act as the City's central agency for establishing standards for personnel practices which are uniform as is practicable from department to department;
4. At the Mayor's direction, develop, implement, and administer a centralized affirmative action program in conjunction with City rights agencies;
5. Develop and administer a system of classification of positions of employment in the City, and a wage and salary plan therefor;
6. Develop and administer centralized employee relations functions, relating to standard grievance procedures, collective bargaining, employee morale and motivation, and employee discipline and termination;
7. Develop and implement employee safety programs in addition to those which may be provided within departments, and develop safety programs in coordination with departments;
8. Develop, monitor, and/or approve departmental training plans.
9. Develop and administer a centralized system and regular procedures for recruitment and selection of City employees;
10. Conduct personnel research and staff resource planning for the City;
11. Develop and administer a regular system of performance evaluation of City employees;

12. Develop and administer benefit programs, other than retirement benefits administered by the Employee's Retirement Board, for City employees;
13. Assist various City departments in layoff and reinstatement actions;
14. Appoint, remove, and supervise the officers and employees of the Personnel Department;
15. Develop and maintain a personnel management information records system for all City employees regardless of category of employment or department to which appointed;
16. Design experimental programs in human resources management, for the Mayor's consideration;
17. Contract for special personnel services he/she deems necessary, upon approval of the City Council;
18. Review all City payrolls to ensure that each employee is receiving the proper pay.

C. With respect to the Public Safety Civil Service system enumerated in SMC 4.08.060, the duties of the Director shall be administrative and ministerial, including any support provided by the Director's staff. The duties of the Director include:

1. Provide staff support to the Public Safety Civil Service Commission, including staff to assist the Commission in the preparation and administration of entry-level and promotional examinations for the Seattle Police and Fire Departments. The Director's staff shall also assist the Commission to develop the appropriate registers based on test scores and service credits.
 - a. The level of staff support provided shall not be increased above that assigned to Public Safety Civil Service System duties in 2004, including contracts for consulting services, unless there is a corresponding increase in the Personnel Department's budget.
 - b. Any contract for consulting services to the Public Safety Civil Service System may be funded from that portion of the Personnel Department's budget dedicated to support the Public Safety Civil Service Commission. Any such contract paid for from Personnel Department funds must be jointly approved by the Personnel Director and the Public Safety Civil Service Commission.
2. Provide staff support to the Public Safety Civil Service Commission by maintaining registers and posting registers appropriately for candidate and public review.
3. While the Director's staff shall assist the Commission, the Commission or its designee shall certify the candidates for appointment to a particular position. The Public Safety Civil Service Commission shall retain all rule-making powers.

(Ord. 121747 Section 2, 2005; Ord. 121172 Section 2, 2003; Ord. 120658 Section 3, 2001; Ord. 118397 Section 60, 1996; Ord. 107790 Section 4, 1978.)

Search for ordinances passed since the last SMC update (ordinances codified through Ordinance 123265) that may amend Section 4.04.040 . (Note: this feature is provided as an aid to users, but is not guaranteed to provide comprehensive information about related recent ordinances.)

See also [Recent Legislation](#) and [Council Bills and Ordinances](#).

For research assistance, contact the Seattle City Clerk's Office at (206) 684-8344, or by e-mail, clerk@seattle.gov .

For interpretation or explanation of a particular SMC section, please contact the relevant City department.

