Ordinance No. 118561

Council Bill No. 111699

AN ORDINANCE establishing titles, retitling, reclassifying, and setting compensation for certain employee positions in various City departments; creating new titles and salaries in various City departments; correcting titles in various City departments resulting from classification reconsiderations subsequent to the adoption of the 1997 Budget; retitling, reclassifying and fixing compensation for certain positions in various City departments pursuant to the Classification Project and provisions of Ordinance #115359 and Resolution #27544; correcting titles as shown on Ordinance #118387; retitling and setting compensation for certain employee positions in City departments as recommended by the Management Compensation Review Committee; amending S.M.C. 4.13.010 by a 2/3 vote of the Council to exempt additional positions from the classified services; and providing payment therefor.

APR 14 1997	Personnel, Organization & Performance Committee
Date Re - Referred:	To: (committee)
Date Re - Referred:	To: (committee)
Date of Final Passage: APR 21 1997	Full Council Vote:
Date Presented to Mayor: APR 22 1997	Date Approved: MAY - 1 1997
Date Returned to City Clerk: MAY - 1 1997	Date Published: 5/14 T.O. ✓ F.T. ___
Date Vetoed by Mayor:	Date Veto Published:
Date Passed Over Veto:	Veto Sustained:

INDEXED

The City of Seattle

Council Bill/Ordinar

First Quarter

Passed 8-0

Full Co

This file is complete and ready

Law Dept. Review

The City of Seattle - Legislative Department

Council Bill/Ordinance sponsored by: CHONG
Councilmember

First Quarter

Committee Action:

Passed 3-0

Full Council vote 9-0

This file is complete and ready for presentation to Full Council. Committee: _____
(initial/date)

Law Dept. Review	OMP Review	City Clerk Review	Electronic Copy Loaded	Indexed

March 19, 1997
LS/lyl&bm

ORDINANCE 118561

AN ORDINANCE establishing titles, retitling, reclassifying, and setting compensation for certain employee positions in various City departments; creating new titles and salaries in various City departments; correcting titles in various City departments resulting from classification reconsiderations subsequent to the adoption of the 1997 Budget; retitling, reclassifying and fixing compensation for certain positions in various City departments pursuant to the Classification Project and provisions of Ordinance #115359 and Resolution #27544; correcting titles as shown on Ordinance #118387; retitling and setting compensation for certain employee positions in City departments as recommended by the Management Compensation Review Committee; amending S.M.C. 4.13.010 by a 2/3 vote of the Council to exempt additional positions from the classified services; and providing payment therefor.

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

SECTION 1. RECLASSIFYING AND RETITLING OF POSITIONS. As recommended by the Personnel Director in Classification Determinations specified and attached hereto, employee positions in certain City employing units are hereby retitled, or otherwise adjusted, effective as noted in respective Classification Determinations as shown below:

ADMINISTRATIVE SERVICES (Executive Services)

1 position (#015676) of Training & Education Coordinator retitled to Telephone Services Coordinator effective July 2, 1996, and retitled again to Management Systems Analyst, Senior, effective February 28, 1997 (Report #96-898A).

1 position (#011206) of Administrative Support Assistant retitled to Research and Evaluation Assistant (Report #96-1138).

CITY LIGHT

1 position (#017203) of Program Coordinator II retitled to Manager I (Report #95-324).

1 position (#021197) of Systems Analyst retitled to Systems Analyst, Senior (#96-800).

1 position (#014191) of Accounting Technician II-BU retitled to Accounting Technician III-BU (Report #96-896).

1 position (#014219) of Warehouser, Senior-BU retitled to Chief Warehouser (Report #96-899).

1 position (#012478) of Interior Design Services Supervisor retitled to Architectural Project Coordinator (Report #96-900).

1 position (#012852) of Architect, Associate retitled to Architectural Project Coordinator (Report #96-900A).

1 position (#012639) of Administrative Specialist I-BU retitled to Administrative Specialist II-BU (Report #96-1054).

1 position (#012443) of Administrative Specialist I-BU retitled to Electrical Engineer, Associate (Report #96-1098).

1 position (#024328) of Electrical Engineer, Assistant retitled to Capital Projects Coordinator, Senior (Report #96-1166).

1 position (#016531) of Energy Planning Supervisor retitled to Conservation Policy Analyst (Report #97-1170).

1 position (#012345) of Cable Splicer Crew Chief-Network Area retitled to Cable Splicer-Journeyworker In Charge (Report #97-1173).

CONSTRUCTION AND LAND USE

1 position (#014297) of Administrative Support Supervisor-BU retitled to Administrative Specialist II-BU (Report #961059).

ENGINEERING (Seattle Public Utilities)

1 position (#020460) of Civil Engineering Specialist, Associate retitled to Capital Projects Coordinator (#95-634A).

1 position (#015691) of Engineering Aide retitled to Cartographer (#96-836).

1 position (#020911) of Cartographer retitled to Cartographer, Senior (Report #96-838).

1 position (088475) of Drainage/Wastewater Utility Director, Assistant retitled to Director V (Report #96-1044).

1 position (#017165) of Planning and Development Specialist II retitled to Budget Analyst (Report #97-1190).

1 position (#022970) of Planning and Development Specialist II retitled to Budget Analyst (Report #97-1191).

1 position (#021399) of Budget Analyst, Trainee retitled to Budget Analyst (Report #97-1192).

MUNICIPAL COURT

17 positions (#011434, #011440, #011462, #011466, #019214, #019618, #019698, #020076, #020458, #021252, #022651, #023165, #023168, #023169, #020222, #022708, #011442) of Administrative Specialist I-MC retitled to Administrative Specialist II-MC (#95-691).

1 position (#019213) of Administrative Specialist I-MC retitled to Administrative Specialist II-MC (#96-893).

6 positions (#020327, #022735, #022788, #023589, #019680, #020179) of Accounting Technician I-MC retitled to Administrative Specialist II-MC and 1 position (#021251) of Administrative Specialist I-MC retitled to Administrative Specialist II-MC (Report #96-1028).

PARKS AND RECREATION

1 position (#019736) of Recreation Attendant retitled to Stage Technician, Lead (Report #96-886).

5 positions (#019924, #018826, #024186, #018825, #024388) of Naturalist retitled to Public Education Program Specialist (Report #97-1154).

POLICE

1 position (#017322) of Planner, Senior retitled to Executive Assistant, Senior (Report #95-446A).

SEATTLE CENTER

1 position (#025044) of Administrative Staff Assistant retitled to Manager V (Report #97-1155).

ENGINEERING (Transportation)

1 position (#023258) of Civil Engineer, Associate retitled to Civil Engineer, Senior (Report #95-606).

EXECUTIVE SERVICES

1 position (#010723) of Remittance Processing Technician, Senior retitled to Accounting Technician III (Report #971018).

1 position (#024660) of Data Assistant retitled to Systems Analyst, Senior (#971136).

1 position (#015704) of Data Processing Systems Analyst retitled to Systems Analyst, Senior (#971137).

1 position (#020710) of Executive Assistant, Senior retitled to Assistant to the Superintendent (#1147-97).

1 position (#011285) of Manager I retitled to Management Systems Analyst, Senior (#97-11351).

1 position (#016644) of Systems Analyst, Senior retitled to Systems Analyst, Principal (#97-1152).

1 position (#015940) of Chief Warehouser retitled to Warehouse Supervisor (#97-1177).

HOUSING AND HUMAN SERVICES

1 position (#024341) of Nutritionist retitled to Grants & Contracts Specialist, Senior (#96-878).

1 position (#022753) of Programmer Analyst retitled to Systems Analyst (Report #96-905).

LAW

1 position (#023902) of Programmer retitled to Programmer Analyst (Report #96-1156).

MANAGEMENT AND PLANNING

1 position (#022354) of Planning and Development Specialist, Senior retitled to Manager VIII (Report #97-1189).

SEATTLE PUBLIC UTILITIES

1 position (#017849) of Civil Engineering Specialist, Associate retitled to Systems Analyst, Senior (Report #971146).

1 position (#024617) of Data Entry Operator, Principal retitled to Administrative Specialist III-BU (Report #971175).

1 position (#023577) of Civil Engineer, Assistant I retitled to Civil Engineer, Associate (Report #971179).

1 position (#023883) of Planning & Development Specialist II retitled to Planning & Development Specialist, Senior (Report #971200).

WATER (Seattle Public Utilities)

1 position (#016691) of Economist, Senior retitled to Economist, Principal (Report #96-858).

1 position (#012131) of Combined Utilities Billing Supervisor retitled to Utility Accounts Supervisor (Report #96-1053).

SECTION 2. NEW TITLES AND SALARIES. As recommended by the Personnel Director, the following titles and salary rates are established, effective as of the dates shown in the letters or memoranda of agreement.

Title	1997 Rate of Pay
Laborer Apprentice	$10.87-11.13-11.64-12.02
Environment Field Specialist, Senior	$17.22-17.86-18.55-19.29-20.04
Environment Field Supervisor	$18.55-19.29-20.04-20.85-21.67

SECTION 3. CLASSIFICATION RECONSIDERATIONS - 1997 BUDGET RECOMMENDATIONS. As recommended by the Personnel Director pursuant to classification reconsiderations and classification recommendations made subsequent to the adoption of the 1997 Budget, the following positions legislated in the 1997 Budget Ordinance are retitled, to reflect the correct Classification Determinations effective January 1, 1997.

PARKS AND RECREATION

1 position (#009805) of Administrative Services Supervisor-- Parks retitled to Administrative Staff Analyst.

SECTION 4. CLASSIFICATION PROJECT. As recommended by the Personnel Director in materials attached hereto, the following positions in certain City employing units are hereby retitled, or otherwise adjusted, as noted in the respective Classification Determinations as shown below. As part of the Classification Project, these actions are pursuant to provisions of Ordinance #115359 and Resolution #27544.

ENGINEERING (Seattle Public Utilities)

1 position (#008758) of Data Processing Systems Analyst, Senior retitled to Systems Analyst, Senior (Report #2100005).

1 position (#007919) of Mapping Supervisor retitled to Civil Engineering Specialist, Senior 1/2/91 - 8/31/94 (Report #94-1172).

1 position (#022803) of Field Engineer Specialist, Assistant retitled to Civil Engineer Specialist, Assistant-BU (Report #7201503).

SECTION 5. TITLE CORRECTIONS. The following is submitted to correct an incorrect ordinance title shown in Section 4 of Ordinance #118387.

Department	Title/Position Number As Shown	Retitle To
Executive Services	Printing Operations Supervisor Position #025461	Printing and Photocopying Supervisor

SECTION 6. NEW SALARY RATES. As recommended by the Personnel Director, the salary for the following title is hereby changed, as of the effective date of October 28, 1996.

Department	Title	Old Salary	New Salary
Finance (Executive Services)	Remittance Processing Technician, Senior	Range 22.0B	Range 22.5B (Salary Report 971140)

SECTION 7. MANAGEMENT COMPENSATION REVIEW COMMITTEE TITLE RECOMMENDATION. As recommended by the Management Compensation Review Committee, the following position is hereby retitled, effective September 10, 1996.

Department	Current Title/Position Number	New Title
Municipal Court	Principal Systems Analyst/Position #023591	Director X

SECTION 8. EXEMPT POSITIONS. As recommended by the Personnel Director in response to requests from customer departments to render certain positions in employment exempt from the classified service, S.M.C. 4.13.010 (known as the Exemptions Ordinance), Section M, is hereby amended as follows:

Employing Unit	Titles of Exempt Positions
M. Municipal Court	All Municipal Judges, Magistrates, and Commissioners
	All positions in the Probation Counselor class series
	Administrative Staff_Assistant
	Administrative Specialist I (PosNo 023563)
	Administrative Specialist II (PosNo 011478)
	Bailiff
	Bailiff, Chief
	Chief Clerk--Municipal Court
	Director II
	Director X
	Manager VIII
	Municipal Court Administrator
	Municipal Court Marshal
	Municipal Court Marshal, Senior
	Municipal Court Marshal, Supervisor
	Personnel Manager
	Planning and Budget Director--Municipal Court

Probation Service Director

SECTION 10. The heads of respective departments affected by this ordinance are hereby authorized to use unexpended and unencumbered funds accumulating in their respective 1997 Budgets to pay the compensation authorized herein.

SECTION 11. Any act consistent with the authority and prior to the effective date of this ordinance is hereby ratified and confirmed.

SECTION 12. 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.

PASSED by a two-thirds (2/3's) vote of the members of the City Council the 21 day of April, 1997, and signed by me in open session in authentication of its passage this 21 day of April, 1997.

President.....of the City Council

Approved by me this 1 day May, 1997.

Mayor

Filed by me this 1 day of May, 1997.

City Clerk

(SEAL)

City of Seattle Personnel Department

Norman B. Rice, Mayor Sarah Welch, Personnel Director

MEMORANDUM

DATE: March 19, 1997

TO: Honorable Jan Drago, President
Seattle City Council

Via: Norman B. Rice, Mayor

Attn: Tom Tierney, Director
Office of Management and Planning

FROM:

Dwight Dively, Director
Executive Services Department

Sarah Welch, Director
Personnel Division

SUBJECT: Proposed Legislation - First Quarter 1997 Ordinance

The attached ordinance will implement proposed position, title, classification, and salary changes recommended by the Personnel Director during the First Quarter of 1997.

Section 1 includes positions recommended for reclassification and retitling during the First Quarter of 1997. *Section 2* recommends new titles and salaries for the various City departments. *Section 3* retitles and corrects a classification recommendation for the Parks Department as listed in the 1997 Budget Ordinance, effective January 1, 1997. *Section 4* includes positions recommended for reclassification and retitling as a result of the Classification Project and pursuant to the provisions of Ordinance #115359 and Resolution #27544. *Section 5* recommends revisions to Classification Ordinance #118387. *Section 6* recommends a new salary rate for an existing title, with an effective date of 10/28/96. *Section 7* recommends a new salary for an exempt position as proposed by the Management Compensation Review Committee, effective 9/10/96. *Section 8* amends the Exemptions Ordinance #118394.

Attachment A contains referenced classification/compensation report recommendations and other documentation as indicated in the ordinance.

Attachment B contains costing estimates. The costing estimates in this report are for general use in estimating the approximate budgetary impact of the actions that are on the accompanying

ordinance. These estimates do not necessarily reflect formal budgetary appropriations or the amount due to any given employee(s). These estimates are based on the following premises:

- The beginning date is the first day of the month of the effective date in the report, and the cost is estimated through the end of the current year.

- Calculations are based on the difference between the top steps of the current and recommended salary ranges; for retroactive actions extending back to previous year(s), the rates for the respective previous years are used.

- Calculations are based on the premises that the positions are full-time, and that they are filled at the budgeted level. (The payroll units of affected departments will conduct actual payroll calculations, which will consider additional information such as underfills, out-of-class, periods of vacancy, positions working more or less than their budgeted full-time-equivalency, and other information that is available at the department level.)

Our cost estimates are obtained by adding the employer's matching FICA, retirement, and Medicare benefits to the salary shown in the Salary Schedule. Currently, the employer's contribution for retirement is 8.91 percent and the employer's 1997 matching contribution rates for FICA is 6.2 percent and 1.45 percent for Medicare.

If you have any questions or need additional information regarding this ordinance, please contact Tim Croll, Personnel Services Administrator, at 684-7934, or Lidia Santiesteban, Classification/Compensation Director, at 386-9081. Your approval of this ordinance is respectfully requested.

DD:sw/lyl

Attachment (1997 First Quarter Classification Ordinance)

c: Councilmember Charlie Chong, Chair
Personnel, Organization and Performance Committee, Legislative Department
Personnel Division Administrators

City of Seattle Personnel Department

Norman B. Rice, Mayor Sarah Welch, Personnel Director

MEMORANDUM

DATE: March 19, 1997

TO: Councilmember Charlie Chong, Chair
Personnel, Organization and Performance Committee
Legislative

FROM: Lidia Santiesteban
Classification/Compensation Director

SUBJECT: Represented Positions on the First Quarter 1997 Ordinance for the Committee Agenda on April 16, 1997.

The following is a breakdown of those positions from the First Quarter Ordinance that would be represented or continue to be represented following legislation. These positions are listed by bargaining unit, position title proposed by the Ordinance, and number of affected positions.

Bargaining Unit	Proposed Title	# of Positions
004- Local 17 Prof. and Technical Eng. Technical Unit	Cartographer	1 (from 004)
	Cartographer, Senior	1 (from 004)
007-Teamsters, Local 117	Chief Warehouser	1 (from 007)
015- Int'l Alliance of Theatrical Stage Employees - Local 15	Stage Technician, Lead	1 (from 027)
032- Prof. and Technical Engineers, Local 17, Senior Professional Unit	Civil Engineer, Senior	1 (from 034)
	Civil Engineering Specialist, Asst.	1 (from 004)
	Civil Engineering Specialist, Sr.	1 (from 032)
034- Prof. and Technical Engineers, Local 17, Professional Unit	Electrical Engineer, Associate	1 (from 035)
	Capital Projects Coordinator	1 (from 004)
	Capital Projects Coordinator	1 (from 034)
	Systems Analyst	1 (from 030)
	Civil Engineer, Associate	1 (from 034)

Bargaining Unit	Proposed Title	# of Positions
035- Prof. and Technical Engineers, Local 17, Admin. Support Unit	Accounting Technician III-BU	1 (from 035)
	Administrative Specialist II-BU	1 (from 030)
	Administrative Specialist II-BU	1 (from 035)
	Administrative Specialist III-BU	2 (from 004)
040- Local 763, Teamster Municipal Court Service Employees	Administrative Specialist II-MC	24 (from 040)
077- IBEW, Local 77	Cablesplicer-Journeyworker In Charge	1 (from 077)

The following is a breakdown of those positions that would no longer be represented following legislation of the First Quarter 1997 Classification Ordinance. These positions are listed by bargaining unit, proposed title, and number of positions affected.

Former Bargaining Unit	Proposed Title	# of Positions
004- Local 17, Prof. and Tech. Eng., Tech. Unit	Programmer Analyst	1
	Systems Analyst, Senior	2
007- Teamsters, Local 117	Warehouse Supervisor	1
031- Local 17, Prof. and Technical Eng. Sr. Business Unit	Utility Accounts Supervisor	1
034- Local 17, Prof. and Technical Eng., Prof. Unit	Systems Analyst, Senior	2

If you have any questions, please call me at 386-9081.

LS:lyl

SECTION 1 ATTACHMENT A

CITY OF SEATTLE
PERSONNEL
DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: 3/13/97 **Report No.:** 96-898A

POSITION IDENTIFICATION

Department: Executive Services (formerly Administrative Services)

Classification Title: Training & Education Coordinator

Ordinance Title: Training & Education Coordinator

Position Number: 015676

Bargaining Unit: 030 **Current Salary:** $18.08 - $21.12 (Range: 31.0A)

RECOMMENDED ACTION

Classification Title: Telephone Services Coordinator eff. 7/2/96;
Senior Management Systems Analyst eff. 2/28/97

Ordinance Title: Telephone Services Coordinator eff. 7/2/96;
Senior Management Systems Analyst eff. 2/28/97

Legislation Required: Yes

Bargaining Unit: 030 **Recommended Salary:** Range 33.0A (7/2/96); Range 37.5A (2/28/97)

Remarks See next page for pertinent allocation information. This report is in response to a reconsideration, and supersedes Report #95-441.

INCUMBENT STATUS

Incumbent: Gina R. Hooks

Current Standing: Training & Education Coordinator

Recommended Standing: Telephone Services Coordinator eff. 7/2/96;
Senior Management Systems Analyst eff. 2/28/97

In recommended standing, incumbent status is:

[ ] Regular; [ ] Probationary: [X] Temporary.

Authority: Personnel Rule N/A

[ ] 2.3.100; [ ] 2.3.200; [X] 2.3.300.

Remarks:

Recommended: Team 1 CF for Team 1 Classification/Compensation Analyst(s)

Approved: Edie Jorgensen Classification/Compensation Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

This position is being reviewed as a result of a request for reconsideration filed by the Executive Services Department. (The original review had been initiated by the Department of Administrative Services [DAS], which in 1997 merged with the Finance and Personnel Departments into the Executive Services Department.) The Department filed for a reconsideration of Classification Report # 96-898, which recommended reclassification of the subject position from Training and Education Coordinator to Telephone Services Coordinator. Implementation of Report # 96-898 was held pending the outcome of the reconsideration, so the position is still a Training and Education Coordinator. For reference, the complete text of the original Report # 96-898 is reprinted below. Following the original text is an Addendum which addresses the outcome of the reconsideration.

Complete Text of Original Report:

This review was conducted by Class/Comp Team 1, consisting of Irene Ogunyemi, Jimmy Woo and Curt Funk. The report was prepared by Irene Ogunyemi and Curt Funk.

Source of Request and Position Identification:

This position was reviewed as a result of a request from Department of Administrative Services (DAS) management. (DAS merged with the Finance and Personnel Departments to become the Executive Services Department in the 1997 budget. That merger has no effect on the current review.) Position # 015676 is located in the Telecommunications section of the Data Processing Division which is responsible for warehouse operations, billing, building, installing, maintaining and repairing all central City government fiber optic, radio, telephone and data communications networks.

Position History:

Position #015676 was created on January 1, 1976 by Ordinance 105296 as a Data Processing Systems Analyst (DPSA). It was reclassified to Training & Education Coordinator effective January 2, 1991 by Ordinance 117613. A copy of the complete history of the position is in the position file for reference.

Scope of Review:

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

- Position Description Questionnaire (PDQ) submitted for this review;
- Stakeholders' meeting with the supervisor and incumbent;
- Class Specifications #2151004/Training and Education Coordinator, #7151507/Telephone Services Coordinator, #2350004/Management Systems Analyst, 2350005/Senior Management Systems Analyst, and position files under the title of Senior Management Systems Analyst;
- Comparison to potentially similar positions;

- Review of the organizational charts affecting the subject position;
- Position information from Personnel Records;
- Internal materials.

Summary of Work:

The essential purpose of this position is to manage the computer telephone billing system/function and warehouse asset management system/function. This position also supervises four regular employees in support roles of the section, including the finance, billing, warehouse and office support staff. It also manages procurement of equipment and material for the section, and finance and billing (both in payment for material and in billing customers for services rendered). Please refer to the PDQ submitted with the reclassification request for a complete list of the position's duties.

Analysis:

In March of 1995 DAS merged the functions of data communications, telephone communications, radio communications and communications network engineering. Following that merger, warehouse and administrative support functions remained scattered across these work units. With the reorganization in July of 1996, the subject position was charged with providing some unity in management of these support functions. Therefore, the Finance & Billing section was combined with the Warehouse section.

The duties of the subject position were compared to class specifications #2350004/Management Systems Analyst, 2350005/Senior Management Systems Analyst and #7151507/Telephone Services Coordinator.

The primary duties of the incumbents in the Management Systems Analyst class are: analyzing and evaluating the effectiveness of operating procedures; devising the most efficient methods of accomplishing work in areas such as planning, policy development, work methods or procedures, staffing utilization, organizational structure, distribution of assignments, delegation of authority, information management or similar areas with the objective of improving managerial effectiveness.

The duties of the incumbents in the Senior Management Systems Analyst class are: conducting operational and information processing and reporting studies; performing analytical and statistical duties in areas such as budget and production planning, staffing utilization, establishment of positions and similar matters. This class differs from the journey level in that the senior positions perform the more complex assignments requiring considerable scope, complexity and long term commitment and act as the primary technical advisor to departmental or divisional management. Senior Management Systems Analyst positions also may perform lead duties over Management Systems Analysts.

The Telephone Services Coordinator class performs professional work and supervises the City's telephone services program. Duties of the class include

developing and implementing policies and procedures, preparing the budget; developing inventory control methods; overseeing liaison between the City and vendors; determining user needs; conducting studies of telephone use; and developing procedures governing repair, leasing, and ordering of equipment. Positions in this class have specialized knowledge of business telephone systems and their operation, and have familiarity with statistical analysis and accounting practices.

A comparison of this position to the Senior Management Systems Analyst classification specification reveals that the subject position does not serve as the primary technical advisor to departmental or divisional management, and that its assignments are not "the more complex assignments requiring considerable scope, complexity, and long term commitment" (from the Distinguishing Characteristics of the Class section of the Senior MSA class spec). These two factors indicate that this position does not fit the Senior Management Systems Analyst classification.

The PDQ reveals this to be a mixed-duty position, combining elements from the classes of Management Systems Analyst and Telephone Services Coordinator. Of the duty statements on the PDQ, duties A, C, E, F, and H (a total of 70%) relate to the Telephone Services Coordinator classification. Duties B and G (total of 25%) relate to the Management Systems Analyst classification. While it is possible that some of Duty A (20%) could be considered MSA work, it is evident that the preponderance of duties are those of Telephone Services Coordinator.

Recommendation:

Based on the above analysis, we find that this is a mixed-duty position combining elements of Management Systems Analyst and Telephone Services Coordinator. (It is not a mixed-level position, because, as stated above, the duty statements on the PDQ do not describe work at the Senior MSA level. And, both Telephone Services Coordinator and Management Systems Analyst are paid at range 33.0A.) In accordance with the classification practice of classifying based on the preponderance of duties, we recommend that the subject position be reclassified to Telephone Services Coordinator. We recommend the reclassification be effective July 2, 1996 which is the date reported by the department of the reorganization resulting in the position's current duties (memo from DAS, dated 10/1/96.

Addendum:

The department requested a reconsideration of the above recommendation. Additional written information in support of the reconsideration consisted of a 3/7/97 memo from Bill Schrier (Director of the Communications Technology Division) to Class/Comp Director Lidia Santiesteban; four additional pages of supporting material; and revised organization charts. A reconsideration meeting was held on 3/10/97. The

Reconsideration Board reviewed the written material and verbal information, and concluded that several significant changes had occurred to the position since the original report was prepared. (Please refer to the 3/7/97 memo from Bill Schrier for a complete description of these changes.) The most notable of these changes is the fact that the subject position will supervise a Management Systems Analyst as of 2/28/97. This supervisory responsibility, plus the other recent changes described in the 3/7/97 memo, indicate that the class of Telephone Services Coordinator no longer reflects the preponderance of the position's duties. Most of the duties are now appropriate for the Management Systems Analyst series; because the added duties are the more complex and difficult in the series, and because the subject position now supervises a Management Systems Analyst, the most appropriate classification is now Senior Management Systems Analyst . This conclusion is based on duties added since the original report, and we are not reversing the conclusion of the original report. The original determination of Telephone Services Coordinator effective 7/2/96 remains in effect through 2/27/97. Effective 2/28/97, the position should be reclassified to Senior Management Systems Analyst.

CF:g\groups\cc\team1\clasrept\C96-898A

CITY OF SEATTLE
Personnel Department

CLASSIFICATION DETERMINATION REPORT

Date: **January 13, 1997** Report No.: **96-1138**

POSITION IDENTIFICATION

Department: Executive Services Department

Classification Title: Administrative Support Assistant
Ordinance Title: Administrative Support Assistant

Position Number: 011206

Bargaining Unit: 030 Current Salary: $11.52 - $12.92 (**1996 Rate**) Range - 18.0B

RECOMMENDED ACTION

Classification Title: Research and Evaluation Assistant

Ordinance Title: Research and Evaluation Assistant

Legislation Required: Yes Recommended Salary: $15.96 - $18.44 (**1996 Rate**) Range - 27.5A

Recommended Bargaining Unit: 030

Remarks: *(See next page for pertinent allocation information.)*

INCUMBENT STATUS

Incumbent: Vacant

Current Standing: **NA**

Recommended Standing: **NA**

In recommended standing, incumbent status is: **NA**

( ) Regular ( ) Probationary ( ) Temporary (Exam Required)

Authority: Personnel Rule -

( ) 2.3.100 ( ) 2.3.200 ( ) 2.3.300

Remarks:

APPROVED:

Carla H. Coward chc Sr. Classification Analyst

Lidia Santiesteban LS Classification Supervisor

Lidia Santiesteban LS Classification/Compensation Director

Sarah Welch SW/TC/SW Personnel Director

SOURCE OF REQUEST/POSITION IDENTIFICATION

This position was reviewed as a result of a reclassification request submitted by the Department of Executive Services, Administrative Services Division (DAS), due to the scope and complexity of the work having changed.

The Telecommunications Section is responsible for building, installing, maintaining and repairing all central City government telephone and data communications networks.

POSITION HISTORY

See individual position record card included in the file for detailed historical data concerning this position.

SCOPE OF REVIEW

Review of this position included analysis of the following:

Position Description Questionnaire (PDQ) submitted for the purposes of this review
Class Specifications #2003303 and 4050003
Position Record Card
Organizational Chart
and other records available internally

STATEMENT OF DUTIES

The essential purpose of this position is to provide telecommunications managers and staff with word processing, data gathering/analysis and research services.

NOTE: *For a more complete listing of this position's responsibilities, see the Position Description Questionnaire (PDQ), dated December 31, 1996 submitted for the purposes of this review.*

ANALYSIS

This position was originally used when Telephone Services was a single section, with less than half the number of full time employees. The Administrative Support Assistant position answered calls from the public and directed them to the proper department or person. In 1993 the work of the position changed to include work order processing. Simultaneously an Operations Manager position was created resulting in new standards and procedures being designed to enhance customer service and to increase reliability. The responsibility of the position changed accordingly. In 1995/96 Data Networking, Telephone Services and Public Safety Communications were also brought together under one Director, increasing the number of technical and managerial staff and the responsibilities of this position. The complexity of the demands placed on this position also has intensified. The duties of the position include telephone reception, data order taking and metrics measurement and reporting. Technology has also seen a radical expansion in the last ten years, thus request from management for help with research and evaluation on projects they are working on have also been delegated to this position. The demands placed on this position by the scope and complexity of the work have magnified in the last ten years, resulting in this request to reclassify the position.

Administrative Support Assistant and Research and Evaluation Assistant class specifications were reviewed to determine the best match to this position.

The duties of incumbents in Administrative Support Assistant positions, include a variety of routine office support functions such as typing, data entry, receptionist, posting information, proofing documents, completing simple calculations, compiling reports, filing and retrieving documents and operating a variety of office equipment.

The duties of incumbents in Research and Evaluation Assistant positions include moderately difficult research and statistical or program evaluation analysis. Work involves analyzing and evaluating data, and preparing analytical and narrative reports or reports in a spreadsheet format that provide information on program status.

The Research and Evaluation Assistant class is the better match. Position #011206 duties include some of the administrative support functions but the higher level duties are commensurate with those of the Research and Evaluation Assistant.

RECOMMENDATION

Recommend that position #011206 be reclassified to Research and Evaluation Assistant, effective the date of the PDQ, December 31, 1996.

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: November 26, 1996 **Report No.** 95-324

POSITION IDENTIFICATION

Department: City Light

Classification Title: Program Coordinator II

Ordinance Title: Program Coordinator II

Position Number: 017203

Bargaining Unit: 030 **Current Salary:** $19.53 - 22.76 **(Range:** 33.0A)

RECOMMENDED ACTION

Classification Title: Manager I

Ordinance Title: Manager I

Legislation Required: Yes **Recommended Salary:** $22.30 - 26.04 **(Range:** 36.5A)

Bargaining Unit: 030

Remarks **See next page for pertinent allocation information**

INCUMBENT STATUS

Incumbent:

Current Standing: Program Coordinator II

Recommended Standing: Manager I

In recommended standing, incumbent status is:

Regular	Probationary	Temporary
[ ] 2.3100	[X] 2.3.200	[ ] 2.3.300

Remarks:

Recommended: Team 2 Classification Analyst(s)

Approved: John Pearson Classification Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

Position Identification and Source of Request:

This position was reviewed as a result of a Departmental request. Position No. 017203 is located in the Conservation Contract Unit of the Energy Management Service Division within the City Light Department. The Conservation Contract Unit is responsible for administering distribution of payments to contractors, and billing the Bonneville Power Administration under the various conservation grants and programs.

Scope of Review:

This review consisted of an analysis and evaluation of the subject position by a team of Classification analysts (Gail Thompson, Barbara Martin and Trish Bourdeau) which consisted of the following:

- the Position Description Questionnaire (PDQ) dated August 28, 1996;
- comparisons of class specifications in the Manager class;
- additional information submitted by the incumbent and immediate supervisor reflecting the position's duties and responsibilities;
- comparison to similar positions; and
- review of the organization unit affecting the subject position.

Summary of Work

According to departmental management the subject position is essentially responsible for managing, supervising and coordinating the financial operations of the City of Seattle's electrical conservation programs, including program development, implementation and administration. The subject position also manages and coordinates all contractual agreements for the Energy Management Services Division on behalf of the City of Seattle, and the Utility.

A summary of the position's responsibilities is contained in the analysis below. For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaire (PDQ), submitted for review.

Analysis:

In 1992, Seattle City Light began looking at conservation as a means of meeting all electrical load growth between then and the year 2003. To accomplish this goal, City Light quadrupled its conservation production in the nineties compared to the eighties. With higher demands placed on the Energy Management Services Division, the Division had to rethink the way it did business. As a result, In January 1994 the Conservation Contract Unit expanded its role from administering only residential contracts to having responsibility for all the commercial and industrial conservation contracts and program contracts with Bonneville Power Administration. According

to Departmental Management, these new responsibilities have significantly increased the demands, placed on the Unit. According to the PDQ submitted for review, the subject position has overall responsibility for:

25% Programmatic Operations and Oversight

25% Staff Management

20% Financial Accountability

20% Budget

10% Administration

Departmental management has requested that the subject position be reclassified from its current classification of Program Coordinator II to that of Manager. Based on the above description of work, class specifications within the series of Finance Analyst, Accounting Technician, Contract Payments Supervisor and Manger were chosen for this review.

We found through our review that the work of these classes is characterized in this manner:

Finance Analyst: forecasts, prepares and monitors operating budgets for capital projects, grants and funded programs; and assists in budget preparation, control and financial policy implementation for a division/department. This class consists of three levels, and they are distinguished from one another by their respective degrees of work difficulty and responsibility.

Accounting Technician Supervisor: performs accounting functions and tasks associated with the maintenance and updating of accounting and account records; and monitors the work and performance of subordinate staff to ensure the accurate and timely processing of work according to established accounting methods and procedures.

Contract Payments Supervisor: supervises the preparation of construction contractors and monthly and final payment estimates, contract funding, accounting payments, and procedures and resolution of claims and disputes.

Manager: oversees a program area, including the planning, directing and controlling of personnel, financial and physical resources; organizes the work and directs its completion through subordinate supervisors; interprets policies and their application; develops long term plans; budget preparation and capital expenditures.

The subject position manages the Conservation Contract program; negotiates, supervise the preparation, and monitors contract planning; develops and implements financial systems; designs fiscal programs; coordinates program activities within and outside of the department; and coordinates reporting to government agencies in order to maintain compliance with licensing, accounting and contractual requirements; directs the preparation of reports, expenditures and contract activities.

The manager class specification is a generic specification broadly defining work elements characteristic of managerial positions throughout the City. This title covers a broad range of positions that share some or all of the following characteristics: management of a program, administrative function, major operations activity or major support service of an operating department or executive office; organization of activities and direction of subordinates; administration of resources and assigned program categories; development of, or assists in development of program plans and objectives; representation of the department to other City departments and outside agencies; reporting of operational activities; problems and goal attainments to administrative superiors within the scope of accountability delegated. The preceding paragraph confirms that the subject position is involved in work elements characteristic of managerial positions delegated.

The customary method for determining the proper assignment level within the Manager class is based on a technical formula. The usual practice when classifying Managers is to begin by establishing a 10% differential, top-step to top-step, between the position and it's highest paid subordinate, which in this case is an Energy Management Coordinator - In House - range 37.5A. The subject position however, provides administrative, not technical supervision to the Energy Management Coordinator - In House. Therefore, since technical supervision is not required, neither is the conventional 10% differential between subordinate and supervisor. An additional 2% is given for work related factors such as unusual number of subordinate supervisors; diversity of programs managed; atypical reporting relationship; involvement in issues of special sensitivity and uniquely demanding working conditions.

The above factors were applied, however, the subject position did not meet the criteria to receive the 2% credit for any of the factors. We did find that adding the commercial and industrial contracts to this unit did not change the essential complexity of the unit's work. However, the subject position did assume the responsibilities for financial analysis and reporting for all areas of conservation contract. The position also assumed greater responsibility for project budget and for coordination of the work of technical staff supporting financial and budget analyses. External contacts with customers, contractors, escrow companies and other organizations, also increased with the January 1994 reorganization.

Recommendation:

Therefore, it is our recommendation, based on the above described managerial duties, that the subject position be allocated to the title of Manager, with an Ordinance title of Manager I. According to Departmental Management, the effective date of this action should be January 1, 1994.

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: January 8, 1997 **Report No.** 96-800

POSITION IDENTIFICATION

Department: CityLight

Classification Title: Systems Analyst

Ordinance Title: Systems Analyst

Position Number: 021197

Bargaining Unit: 034 **Current Salary:** $20.19 - $23.59 (Range: N/A)

RECOMMENDED ACTION

Classification Title: Senior Systems Analyst

Ordinance Title: Senior Systems Analyst

Legislation Required: Yes

Bargaining Unit 030 **Recommended Salary:** $23.78 - $27.7 (Range 37.5A)

Remarks **See next page for pertinent allocation information**

INCUMBENT STATUS

Incumbent:

Current Standing: Systems Analyst

Recommended Standing: Senior Systems Analyst

In recommended standing, incumbent status is:

X Regular	Probationary	Temporary
[X] 2.3100	[ ] 2.3.200	[ ] 2.3.300.

Remarks:

Recommended: Team 2 Classification/Compensation Analyst(s)

Approved: John Pearson Classification/Compensation Supervisor

Recommended: Lidia Santiesteban Classification/Compensation Director

Recommended: Sarah Welch Personnel Director

SOURCE OF REQUEST/POSITION IDENTIFICATION

This position was previously reviewed in the Classification Project, which retitled the position from a Data Processing Systems Analyst to a Systems Analyst on the 1994 Fourth Quarter Ordinance. Subsequently an appeal was filed. The Appeals Examiner final classification allocation determination report dated February 10, 1994 (Case #121093G) upheld the Project's decision to classify this position at the Systems Analyst level with the Personnel Director's concurrence. The Personnel Director's decision is final in the Classification Project appeals process and completes the administrative procedures available to the appellant on this appeal.

The appellant believes that new information, not submitted with this appeal, might result in a different determination, and has submitted to Class/Comp a request for a new review as permitted under Class/Comp classification review standard procedures. The incumbent contends that she has been performing work at the same level of complexity and responsibility as two other positions within the same division of City Light, (position #'s 012163 & 017198) who have been reclassified to Senior Systems Analyst.

The purpose of the Financial Information Systems/SFMS Unit is to maintain City Light's use of the Seattle Financial Management System (SFMS) and other supporting subsystems and interfaces. SFMS incorporates payroll, accounts payable, purchasing, general ledger, and cost systems.

POSITION HISTORY

See individual position record card included in the file for detailed historical data concerning the position.

SCOPE OF REVIEW

Review of this position included analysis of the following:

⇒ Position Description Questionnaires (PDQs) submitted for the purposes of this review;
⇒ Appeals Examiner Final Classification Allocation Report;
⇒ Class Specifications # 2100004 & 2100005;
⇒ Position Record Cards;
⇒ Organizational Chart;
⇒ and other records available internally.

STATEMENT OF DUTIES

The essential purpose of this position is to manage individual projects within the scope of systems for the SFMS unit. Performs or directs the performance of, systems analysis, system design, programming and implementation activities;

analyzes and develops technical solutions to systems problems; maintains systems. Plans, coordinates and manages projects that involve other members of the SFMS team. Interacts with managers and accountants.

NOTE: *For a more complete listing of this position's responsibilities, see the Position Description Questionnaire (PDQ), dated April 24, 1996 submitted for this review.*

ANALYSIS

The incumbent in this position contends that she has been performing work at the same level of complexity and responsibility as incumbents in two other positions within the same division at City Light. Those two positions are A. Woo, position number 012163 and E. LaFond, position number 017198. These positions were classified through the Project as Systems Analyst. After three PDQ's and various appeal reviews by Class/Comp, the Appeals Examiner and the Civil Service Commission, the reclassification request was approved at the Senior Systems Analyst level. This approval was based on the level of complexity, multiple language capability, span of program/project impact, lead work and project management responsibilities as stated in the last PDQ submitted in 1994.

A comparison of the work of this position to the Systems Analyst and Senior Systems Analyst classification specifications were made.

The duties of incumbents in Systems Analyst positions entail performing a full range of system design, development, implementation and maintenance activities related to data processing systems; and the provision of technical advice and support to users in the proper use of hardware and/or software.

The duties of incumbents in Senior Systems Analyst positions entail planning, developing, coordinating and analyzing data processing systems to determine feasibility and practicality of requested services; the diagnoses of system failures to isolate sources of problems between equipment, system software and application programs; and may coordinate and/or serve as lead to subordinate staff. The work requires considerable knowledge of system design and development practices, concepts and methods appropriate to a specialty.

The Senior Systems Analyst class is the best match. This position functions as technical lead on complex financial systems projects, including lead analyst of SFMS projects which include direction of team member participation and the setting of priorities and direction for each team member's workload according to user specifications. Provides consultation and technical advice to co-workers, supervisors and users. Services ad-hoc and maintenance requests, applying the knowledge of a variety of software skills, including expertise in different programming languages, operating systems and database architectures.

RECOMMENDATION

The subject position is adequately described by the Senior Systems Analyst classification and we recommend that position #021197 be classified as Senior Systems Analyst.

The incumbent has requested that the reclass be effective January 1989. I believe this date is inappropriate. The Classification Project changed the title only from DPSA to SA. Position description questionnaires submitted through 1994 were reviewed (in the file and as reflected above). Those documents all support the allocation of that body of work to Systems Analyst. Prior to the reorganization this position was classified appropriately as a Systems Analyst. Since the reorganization on April 26, 1995, the work of the position has changed sufficiently to be consistent with the senior level.

Therefore, I recommend reclassification of position #021197 to Senior Systems Analyst with an effective date of April 26, 1995.

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: January 3, 1997 **Report No.** 96-896

POSITION IDENTIFICATION

Department: City Light

Classification Title: Accounting Technician II

Ordinance Title: Accounting Technician II-BU

Position Number: 014191

Bargaining Unit: 035 **Current Salary:** $13.65 - 15.26 (Range: 22.5B)

RECOMMENDED ACTION

Classification Title: Accounting Technician III

Ordinance Title: Accounting Technician III-BU

Legislation Required: Yes **Recommended Salary:** $ 14.67 - 16.45 (Range: 24.5B)

Bargaining Unit: 035

Remarks **See next page for pertinent allocation information**

INCUMBENT STATUS

Incumbent:

Current Standing: Accounting Technician II-BU

Recommended Standing: Accounting Technician III-BU

In recommended standing, incumbent status is:

[X] Regular Probationary Temporary

Standing per Article 9, Section 6b of Local 17 Bargaining Agreement

[ ] 2.3100 [ ] 2.3.200 [ ] 2.3.300

Recommended: Team 2 Classification Analyst(s)

Approved: John Pearson Classification Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

Position Identification and Source of Request:

This position was reviewed as the result of a request from the City Light Department. Position No. 014191 is located in the Accounts Payable Unit. This Unit is responsible for timely and accurate disbursement of Department funds in payment for purchased goods and services.

Scope of Review:

This review consisted of an analysis and evaluation of the subject position by a team of Classification analysts (Gail Thompson and Barbara Martin) which consisted of the following:

- the Position Description Questionnaire (PDQ) dated September 20, 1996;
- comparisons of class specifications in the Accounting Technician class series;
- additional information submitted by the incumbent and immediate supervisor reflecting the position's duties and responsibilities;
- comparison to similar positions;
- review of the organization unit affecting the subject position;
- and related classification files.

Background:

According to departmental management, the subject position assumed the duties and responsibilities of the lead Accounting Technician in May 1990 when the lead transferred to the SFMS project. Management further states that although the subject position works in a lead capacity, it does not perform performance evaluations, or handle disciplinary actions, but does have input into hiring employees and scheduling of their vacations. The subject position has received out-of-class pay in regard to this new assignment since May 1990.

NOTE: *For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaire (PDQ), dated and submitted for purposes of this review.*

Description of Duties:

The essential purpose of this position is to oversee the work of subordinate staff; perform general ledger functions and to prepare interfund transfer entries affecting other department funds; review all encumbrance releases on purchase and consultant contracts within the department; and assist the Unit manager with performance reviews. The primary duties are as follows:

45% Identify, investigate, research and resolve difficult work-related issues; research, evaluate and resolve discrepancies with invoices, contracts, vendors, etc.; plan, organize, prioritize and reassign duties during sick and vacation leaves; provide training, guidance and direction to subordinate staff; review and audit intercorp payments processed by staff.

30% Research, analyze and process corrections with vendors, invoices, contracts and encumbrances; review and audit contracts for accuracy, tax rates, and budgetary coding; contact purchasing agency and/or material controller to resolve any discrepancies and make necessary adjustments.

25% Process invoices and retainages; reconcile monthly purchase orders/encumbrance reports and unmatched receipt reports.

Analysis:

Departmental management and the incumbent believe that the work assigned to the subject position no longer falls within the parameters of the Accounting Technician II class, and is comparing the duties to those of the Accounting Support Supervisor class. Therefore, for purposes of this review, class specifications in the Accounting Technician series were selected for comparison. The following are the results of that analysis:

The Accounting Technician class is responsible for performing a variety of accounting support activities in the maintenance of accounting and financial records, processing of documents or bills and/or generating of reports.

Having determined that the Accounting Technician class is the most relevant class, what remains to be determined is which level is the most appropriate. There are five levels within the Accounting Support class series, and they are distinguished from one another by their respective degrees of difficulty, responsibility, and accuracy required. The subject position is currently allocated to the senior level ***(Accounting Technician II)*** within this series. Management is requesting that it be reclassified to the supervisory level ***(Accounting Technician Supervisor)***. Therefore, for purposes of this review levels between the Accounting Technician II and Supervisor are being reviewed.

Accounting Technician II - This class is considered the *senior* level within the series. Positions in this class perform the full range of accounting records maintenance activities of an assigned accounting area or set of records. The work entails the performance of multiple, complex and responsible accounting support tasks under minimal guidance.

Accounting Technician III - This level is considered the *advanced technical* level within the series. Positions in this class serve as lead over accounting support positions and perform all accounting records maintenance operations and procedures pertaining to a complete set of accounts or accounting records.

Accounting Technician Supervisor - This is the supervisor class in the accounting support series, whereby supervision is the primary function in the class.

Comparison

The duties and responsibilities of the subject position have been reviewed with the specific objective of identifying the most appropriate classification. Review of the relevant PDQ indicates that the subject position is relied upon to oversee the work of subordinate staff, including planning, organizing, prioritizing and reassigning duties during sick leave and vacation, and assisting the Unit manager with performance reviews.

Conclusion

We found that although the subject position may share some commonalities with the Accounting Support Supervisor class *(works in a lead capacity),* the overall scope and range of supervisory functions are limited to assisting and/or advising the unit manager *(with performance evaluations, handling of disciplinary actions and hiring of staff).* These duties and responsibilities are consistent with those of positions allocated to the Accounting Technician III class throughout the City.

Recommendation:

Based on the above review, we therefore recommend the subject position be allocated to the title of Accounting Technician III. This action should become effective May 1, 1990 according to departmental management.

Note: The out-of-class assignment has no bearing on this reclassification.

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: January 3, 1997 **Report No.** 96-896

POSITION IDENTIFICATION

Department: City Light

Classification Title: Accounting Technician II

Ordinance Title: Accounting Technician II-BU

Position Number: 014191

Bargaining Unit: 035 **Current Salary:** $13.65 - 15.26 (Range: 22.5B)

RECOMMENDED ACTION

Classification Title: Accounting Technician III

Ordinance Title: Accounting Technician III-BU

Legislation Required: Yes **Recommended Salary:** $ 14.67 - 16.45 (Range: 25.0B)

Bargaining Unit: 035

Remarks See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:

Current Standing: Accounting Technician II-BU

Recommended Standing: Accounting Technician III-BU

In recommended standing, incumbent status is:

[X] Regular Probationary Temporary

Standing per Article 9, Section 6b of Local 17 Bargaining Agreement

[ ] 2.3100 [ ] 2.3.200 [ ] 2.3.300

Recommended: Team 2 Classification Analyst(s)

Approved: John Pearson Classification Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

Position Identification and Source of Request:

This position was reviewed as the result of a request from the City Light Department. Position No. 014191 is located in the Accounts Payable Unit. This Unit is responsible for timely and accurate disbursement of Department funds in payment for purchased goods and services.

Scope of Review:

This review consisted of an analysis and evaluation of the subject position by a team of Classification analysts (Gail Thompson and Barbara Martin) which consisted of the following:

- the Position Description Questionnaire (PDQ) dated September 20, 1996;
- comparisons of class specifications in the Accounting Technician class series;
- additional information submitted by the incumbent and immediate supervisor reflecting the position's duties and responsibilities;
- comparison to similar positions;
- review of the organization unit affecting the subject position;
- and related classification files.

Background:

According to departmental management, the subject position assumed the duties and responsibilities of the lead Accounting Technician in May 1990 when the lead transferred to the SFMS project. Management further states that although the subject position works in a lead capacity, it does not perform performance evaluations, or handle disciplinary actions, but does have input into hiring employees and scheduling of their vacations. The subject position has received out-of-class pay in regard to this new assignment since May 1990.

NOTE: *For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaire (PDQ), dated and submitted for purposes of this review.*

Description of Duties:

The essential purpose of this position is to oversee the work of subordinate staff; perform general ledger functions and to prepare interfund transfer entries affecting other department funds; review all encumbrance releases on purchase and consultant contracts within the department; and assist the Unit manager with performance reviews. The primary duties are as follows:

45% Identify, investigate, research and resolve difficult work-related issues; research, evaluate and resolve discrepancies with invoices, contracts, vendors, etc.; plan, organize, prioritize and reassign duties during sick and vacation leaves; provide training, guidance and direction to subordinate staff; review and audit intercorp payments processed by staff.

30% Research, analyze and process corrections with vendors, invoices, contracts and encumbrances; review and audit contracts for accuracy, tax rates, and budgetary coding; contact purchasing agency and/or material controller to resolve any discrepancies and make necessary adjustments.

25% Process invoices and retainages; reconcile monthly purchase orders/encumbrance reports and unmatched receipt reports.

Analysis:

Departmental management and the incumbent believe that the work assigned to the subject position no longer falls within the parameters of the Accounting Technician II class, and is comparing the duties to those of the Accounting Support Supervisor class. Therefore, for purposes of this review, class specifications in the Accounting Technician series were selected for comparison. The following are the results of that analysis:

The Accounting Technician class is responsible for performing a variety of accounting support activities in the maintenance of accounting and financial records, processing of documents or bills and/or generating of reports.

Having determined that the Accounting Technician class is the most relevant class, what remains to be determined is which level is the most appropriate. There are five levels within the Accounting Support class series, and they are distinguished from one another by their respective degrees of difficulty, responsibility, and accuracy required. The subject position is currently allocated to the senior level ***(Accounting Technician II)*** within this series. Management is requesting that it be reclassified to the supervisory level ***(Accounting Technician Supervisor)***. Therefore, for purposes of this review levels between the Accounting Technician II and Supervisor are being reviewed.

Accounting Technician II - This class is considered the *senior* level within the series. Positions in this class perform the full range of accounting records maintenance activities of an assigned accounting area or set of records. The work entails the performance of multiple, complex and responsible accounting support tasks under minimal guidance.

Accounting Technician III - This level is considered the *advanced technical* level within the series. Positions in this class serve as lead over accounting support positions and perform all accounting records maintenance operations and procedures pertaining to a complete set of accounts or accounting records.

Accounting Technician Supervisor - This is the supervisor class in the accounting support series, whereby supervision is the primary function in the class.

Comparison

The duties and responsibilities of the subject position have been reviewed with the specific objective of identifying the most appropriate classification. Review of the relevant PDQ indicates that the subject position is relied upon to oversee the work of subordinate staff, including planning, organizing, prioritizing and reassigning duties during sick leave and vacation, and assisting the Unit manager with performance reviews.

Conclusion

We found that although the subject position may share some commonalities with the Accounting Support Supervisor class *(works in a lead capacity)*, the overall scope and range of supervisory functions are limited to assisting and/or advising the unit manager *(with performance evaluations, handling of disciplinary actions and hiring of staff)*. These duties and responsibilities are consistent with those of positions allocated to the Accounting Technician III class throughout the City.

Recommendation:

Based on the above review, we therefore recommend the subject position be allocated to the title of Accounting Technician III. This action should become effective May 1, 1990 according to departmental management.

Note: The out-of-class assignment has no bearing on this reclassification.

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: January 27, 1997 | Report No 96-899

Position Identification

Department: City Light

Classification Title: Warehouser, Sr.

Ordinance Title: Warehouser, Sr.-BU

Position Number: 014219

Bargaining Unit: 007 Current Salary: $15.41 - $16.62

(Salary Range N/A)

RECOMMENDED ACTION

Classification Title: Chief Warehouser

Ordinance Title: Chief Warehouser

Legislation Required: Yes Recommended Salary: $15.70 - $18.22

Recommended Bargaining Unit: 007 (Salary Range N/A)

Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbent:

Current Standing: Senior Warehouser

Recommended Standing: Chief Warehouser

In recommended standing, incumbent status is:

Regular;	Probationary;	Temporary.
[x] 2.3.100;	[ ] 2.3.200;	[ ] 2.3.300.

Remarks:

Recommended:	Team 2	Classification Analyst(s)
Approved:	John Pearson	Classification Supervisor
	Lidia Santiesteban	Classification/Compensation Director
	Sarah Welch	Personnel Director

Position Identification and Source of Request:

This position was reviewed as a result of a grievance filed on behalf of the incumbent by the Teamsters, Local 117 who allege that the work being performed by the subject position is commensurate with the higher classification of Chief Warehouser. In order to remedy this situation, Local 117 and the subject position's incumbent request that the position be reclassified to Chief Warehouser title.

Position History:

See individual position record card included in the file for detailed historical data concerning the position.

Scope of Review:

This review consisted of an analysis and evaluation of the subject position by a team of Classification analysts (Gail Thompson, Barbara Martin and Trish Bourdeau) which consisted of the following:

- the Position Description Questionnaire (PDQ) dated July 15, 1996;
- review of the organization unit affecting the subject position; and
- review of the Warehouser series.

Summary of Work

The essential purpose of this position is to plan, organize, prioritize and assign work to subordinate Warehousers in the Toxic Unit; and coordinate the handling of pickup and disposal of hazardous waste. The work includes:

- supervising Toxic Unit staff, scheduling daily work and forecasting future work projects;
- supervising the reclamation, identification, disposal and recycling of (hazardous and non-hazardous) salvage materials, equipment and supplies;
- receiving surplus PCB's and hazardous materials general by the Utility; providing for the storage and disposal of items in compliance with state and federal regulations; and maintaining inventory control;
- recording and maintaining information regarding PCB's and dangerous wastes, in compliance with EPA, DOE and SCL regulations; and preparing quarterly and annual report of PCB disposal for Environmental Health and Safety Unit;

NOTE: *For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaire (PDQ), dated 7/15/96 and submitted for purposes of this review.*

Analysis:

Based on review of the duties and responsibilities outlined in the PDQ, it is clear that the work assigned to the subject position is characterized in the Warehouser class series. Having determined that this is the most appropriate series, what remains to be determined is the level. There are three levels in this series and they are distinguished from one another by their respective degrees of work difficulty and responsibility. The work of the series is described in this manner:

Warehouser - Positions in this class receive, store and issue a variety of equipment, materials, and supplies in a warehouse or storage area.

Warehouser, Sr. - Positions in this class order, receive, inspect and issue a wide variety of equipment, materials, and supplies; maintain a computerized inventory control system; and may operate a satellite or small warehouse or act as a lead over subordinate Warehousers.

Chief Warehouser - Positions in this class supervise Warehousers or other staff in ordering, receiving, storing and issuing a wide variety of equipment, materials and supplies; salvaging and storing of equipment and materials; and disposing of scrap commodities and equipment. This class is distinct from the Senior Warehouser classification in that the Chief Warehouser has responsibility for supervising subordinate staff while the Sr. Warehouser may have responsibility for a satellite or small warehouse or have lead responsibility.

Conclusion:

Therefore, based on the above descriptions, it is clear that the duties and responsibilities assigned to the subject position are reflective in the class specification for Chief Warehouser.

Recommendation:

It is, therefore, our recommendation that the subject position be allocated to the title of Chief Warehouser. This action should become effective March 30, 1996, which is 30 days prior to the filing of the grievance by Local 117.

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: March 4, 1997 | Report No. 96-900A

POSITION IDENTIFICATION

Department: City Light
Classification Title: Associate Architect
Ordinance Title: Associate Architect
Position Number: 012852
Bargaining Unit: 030 **Current Salary: $22.08 - $25.70 (Salary Range35.5A)**

RECOMMENDED ACTION

Classification Title: Architectural Project Coordinator
Ordinance Title: Architectural Project Coordinator
Legislation Required: Yes

Rec. Bargaining Unit: 030 **Recommended Salary: $22.08 - $25.70 (Salary Range: 35.5A)**

Remarks: ***See next page for pertinent allocation information.***

INCUMBENT STATUS

Incumbent: Vacant
Current Standing: N/A
Recommended Standing: N/A

In recomm. standing, incumbent status is: ***N/A***

Regular;	Probationary;	Temporary.
[ ] 2.3.100;	[ ] 2.3.200;	[ ] 2.3.300.

Remarks: See next page for pertinent allocation information.

Recommended:	Team 2	Classification Analyst(s)
Approved:	John Pearson	Classification Supervisor
	Lidia Santiesteban	Classification/Compensation Director
	Sarah Welch	Personnel Director

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: March 4, 1997 | Report No. 96-900

POSITION IDENTIFICATION

Department: City Light
Classification Title: Interior Design Services Supervisor
Ordinance Title: Interior Design Services Supervisor
Position Number: 012478
Bargaining Unit: 030 **Current Salary: $18.92 - $22.08 (Salary Range 31.5A)**

RECOMMENDED ACTION

Classification Title: Architectural Project Coordinator
Ordinance Title: Architectural Project Coordinator
Legislation Required: Yes
Rec. Bargaining Unit: 030 **Recommended Salary: $22.08 - $25.70 (Salary Range: 35.5A)**
Remarks: ***See next page for pertinent allocation information.***

INCUMBENT STATUS

Incumbent: Vacant
Current Standing: N/A
Recommended Standing: N/A
In recomm. standing, incumbent status is: ***N/A***

Regular;	Probationary;	Temporary.
[ ] 2.3.100;	[ ] 2.3.200;	[ ] 2.3.300.

Remarks: See next page for pertinent allocation information.

Recommended:	Team 2	Classification Analyst(s)
Approved:	John Pearson	Classification Supervisor
	Lidia Santiesteban	Classification/Compensation Director
	Sarah Welch	Personnel Director

ABBREVIATED
POSITION DESCRIPTION QUESTIONNAIRE

(This form is to be used for vacant positions and/or requests resulting from reorganizations)

DEPARTMENT/DIVISION:	City Light / Facilities Management
POSITION NUMBER:	012478
DATE REQUESTED:	September 9, 1996
CLASSIFICATION REQUESTED:	Architectural Project Coordinator
POSITION PURPOSE:	Coordinate maintenance and relocation activities, alterations to existing space and capital improvements to City Light facilities.

POSITION SUMMARY:

Duties and Responsibilities Statements	% of Time
1. Work with client users to develop program needs for renovation and alteration work.	10%
2. Develop proposed project budgets, schedules, work plans, and scope statements for supervisory approval. Conduct progress meetings and monitor cost reports to keep projects on time and within budget. Issue periodic progress reports	20%
3. Coordinate the activities of in-house trades and engineering disciplines as well as outside vendors, consultants, and contractors to promote smooth execution of maintenance, repair, and capital improvement projects	15%
4. Prepare architectural drawings and specifications for project implementation.	15%
5. Expedite the purchase of goods and services necessary for project completion including advertising for and selecting consultants and contractors, writing scope statements, and developing performance and material standards for systems and equipment.	20%
6. Coordinate all activities associated with relocation of personnel, including space planning, furniture procurement, moving services, physical improvements to space, and telecommunications installation.	10%

7. Work with management to develop and/or monitor standards for space allocation, furniture, and architectural finishes. 5%

8. Maintain database information on space, equipment, finishes, and personnel occupancy in CAD-based or spreadsheet systems. 5%

POSITION ALLOCATION CRITERIA

Duty No. 1 — a [ ] Primary [X] Secondary duty is described in the class specification as: Determine project parameters and negotiate all elements of renovations with user department.

Duty No. 2 — a [X] Primary [ ] Secondary duty is described in the class specification as: Coordination of overall needs analysis, project planning and design/specification development for renovation and construction of municipal properties. Develop and negotiate contracts for architectural, engineering and construction work; prepare project budget , schedule and evaluate design and construction consultants/contractors.

Duty No. 3 — a [X] Primary [ ] Secondary duty is described in the class specification as: Participate in the selection of and oversee the work of professional architects and engineers in design and construction.

Duty No. 4 — a [X] Primary [ ] Secondary duty is described in the class specification as: Requires working knowledge , principles and practices of architecture and construction planning methods and standards and construction project planning. Coordinate, read and interpret architectural and engineering drawings. Knowledge of applicable regulatory statutes, ordinances, codes, specifications and requirements is also required.

Duty No. 5 — a [X] Primary [ ] Secondary duty is described in the class specification as: Prepares purchase orders and/or bid specifications for project components; reviews and authorizes payments to contractors; resolves contractor problems or disputes with designers or construction contractors; issues change orders as appropriate. Exercise discretionary judgment concerning terms of construction contracts, negotiation of changes and monitoring contractor performance.

Duty No. 6 — a [ ] Primary [X] Secondary duty is described in the class specification as: The work is performed within broad policy guidelines and design/budget constraints established by, or in conjunction with user departments. Performs project completion activities such as cost accounting project evaluation and examination for compliance with Board of Public Works requirements

Duty No. 7 — a [ ] Primary [X] Secondary duty is described in the class specification as: Coordinate overall needs analysis and project planning. The work is performed within broad policy guidelines and design/budget constraints established by, or in conjunction with user departments. Incumbent must exercise discretionary judgment in designing, implementing and supervising facilities projects and in making decisions concerning the construction contracts and negotiation of changes.

Duty No. 8 — a [ ] Primary [X] Secondary duty is described in the class specification as: Prepare and administer project budget and schedule. Monitor and control expenditures and reports on performance and schedule deviations or cost over-runs; prepares financial statement and project forecasts as needed. Performs project completion activities such as cost accounting project evaluation and examination for compliance with Board of Public Works requirements.

REASON FOR THE REQUESTED CHANGE:

- The entire facilities management industry has changed dramatically since these classifications were first drafted. City Light, in particular, now plans, designs, and implements facilities changes within the framework of a strategic business plan, requiring a greater emphasis on effective project management and less emphasis on technical architectural design skills.

  In years past, Facilities Design did most of its own design work. Improvements and alterations were designed from concept to construction documents under this classification, creating a back log of work because only a few projects could be addressed at one time. With over 1.4 million square feet of habitable space in the City Light inventory and multimillion dollar CIP and operations budgets to control, there is no longer time or staff enough to labor over complex graphic documents. Effective implementation of facilities projects requires classifications with a broader functional scope that enables a coordinator to simultaneously handle several projects with outsourced architectural and engineering design work while allowing them the versatility to apply technical skills for smaller projects using in-house trades and engineering staff. This should result in cost savings on projects by being able to coordinate and control them more appropriately.

Mg Nichols — 10-2-96

Supervisor or Requester Signature — Date

10-3-96

Department Head Signature — Date

(For Personnel Use Only)

Position Number:

Title:

Approved as Requested: [X] Yes [ ] No

Other Recommended Action:

Barbara Martin
Gail Thompson
Nina Sandoval — 11/14/96

Personnel Analyst — Date

John Pearson — 11/15/96

Personnel Analyst Supervisor — Date

Lidia Santiesteban — 11/15/96

Classification and Compensation Director — Date

pas — 11/18/96

Personnel Director — Date

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: January 24, 1997 **Report No:** 96-1054

POSITION IDENTIFICATION

Department: City Light
Classification Title: Administrative Specialist
Ordinance Title: Administrative Specialist I-BU
Position Number: 012639
Bargaining Unit: 035

Current Salary: $12.68 - $14.14
(Salary Range: 20.5B)

RECOMMENDED ACTION

Classification Title: Administrative Specialist II
Ordinance Title: Administrative Specialist II-BU
Legislation Required: Yes

Recommended Salary: $13.65 - $15.26
(Salary Range: 22.5B)

Rec. Bargaining Unit: 035
Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbent:
Current Standing: Administrative Specialist I
Recommended Standing: Administrative Specialist II
In recommended standing, incumbent status is:

Regular;	Probationary;	Temporary.
[x] 2.3.100;	[ ] 2.3.200;	[ ] 2.3.300.

Remarks:

Recommended:	Team 2	Classification Analyst(s)
Approved:	John Pearson	Classification Supervisor
	Lidia Santiesteban	Classification/Compensation Director
	Sarah Welch	Personnel Director

Position Identification and Source of Request:

Position No. 012639 was reviewed as a result of a management request. The position is located in the Account Executive Office of Seattle City Light. This division was formed in 1996 as a result of major restructuring within the Utility. In addition to the historic responsibilities of the Office of Major Accounts, the new Account Executive Office provides overall management of the Utility's business relationship with key customers, and provides senior Utility management with timely information sufficient to make informed business decisions. Staff of the Account Executive Office have primarily responsibility for enhancing the Utility's relationship with key customers and positioning the Utility to continue to be the key customers' electricity provider of choice.

Position History:

See individual position record card included in the file for detailed historical data concerning the position.

Scope of Review

This review consisted of an analysis and evaluation of the subject position by a team of classification Analysts (Gail Thompson, Barbara Martin and Trish Bourdeau) which consisted of the following:

- the Position Description Questionnaire (PDQ) dated July 19, 1996;
- comparisons of class specifications in the Administrative Specialist class series;
- additional information submitted by the incumbent and immediate supervisor reflecting the position's duties and responsibilities;
- comparison to similar positions;
- review of the organization unit affecting the subject position; and related classification files.

Summary of Work and Description of Duties

The essential purpose of this position as outlined in the PDQ are to provide a full range of administrative support services to the Manager and staff of the Account Executive Office. The position functions as the Office Manager with primary responsibility for budget preparation and tracking; coordination and implementation of the Unit's training plan; marketing-, database- and customer information management-support.

NOTE: *For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaire (PDQ), dated and submitted for purposes of this review.*

Analysis:

Based on the information reviewed, the review team found that the subject position is assigned duties at a level of difficulty and responsibility which is commensurate with positions normally allocated to the Administrative Specialist II level of the Administrative Support class series.

The Administrative Specialist I level is characterized as being responsible for assignments that reflect increasing variety, complexity which requires the need for conducting research, using initiative and judgment to resolve non-routine issues and questions. Employees at this level are expected to perform assigned tasks independently. The Administrative Specialist II level is characterized as being responsible for multiple, complex and responsible support tasks which requires solving special problems, and making reliable decisions. Employees at this level may be required to independently research facts, analyze them, and present findings upon which important or costly decisions could be made.

According to the Position Description Questionnaire submitted , the subject position is performing a number of complex duties such as budget and workload forecast preparation projects of the Unit by tracking, researching and presenting information for decision-making purposes. The subject position functions as Office Manager and Training Coordinator; is responsible for interfacing with Information Systems (ISD) to secure data processing equipment and staff accessibility to the Utility's databases; and performs a variety of specialized tasks in the areas of market research (i.e., surveying customers, maintaining and querying marketing information databases, managing logistics associated with customer focus groups, and producing marketing materials such as customer information notification materials, informational brochures and broadcast faxes).

Recommendation:

We, therefore, recommend that the subject position be allocated to the title of Administrative Specialist II. This action should become effective July 19, 1996, which is consistent with the date the incumbent signed the PDQ.

CITY OF SEATTLE
PERSONNEL
DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: Feb. 12, 1997 **Report No.:** 96-1098

POSITION IDENTIFICATION

Department: Seattle City Light

Classification Title: Administrative Specialist I

Ordinance Title: Administrative Specialist I-BU

Position Number: 012443

Bargaining Unit: 035 **Current Salary:** $13.01 - $14.51 **(Range:** 20.5B)

RECOMMENDED ACTION

Classification Title: Associate Electrical Engineer

Ordinance Title: Associate Electrical Engineer

Legislation Required: Yes

Bargaining Unit: 034 **Recommended Salary:** $22.26 - $25.97 **(Range:** NA)

Remarks See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent: Vacant

Current Standing: NA

Recommended Standing: NA

In recommended standing, incumbent status is: NA

[ ] **Regular;** [ ] **Probationary:** [ ] **Temporary.**

Authority: Personnel Rule NA

[ ] **2.3.100;** [ ] **2.3.200;** [ ] **2.3.300.**

Remarks:

Recommended: Team 2 _____ Classification/Compensation Analyst(s)

Approved: John Pearson _____ Classification/Compensation Supervisor

Lidia Santiesteban _____ Classification/Compensation Director

Sarah Welch _____ Personnel Director

Source of Request and Position Identification:

This position was reviewed as a result of a management request to reclassify the position from an Administrative Specialist I to Associate Electrical Engineer. The subject Position #012443 is located in the Distribution Design Unit, North Electric Services Division of the Seattle City Light.

Background Information:

City Light management have defined the engineering staffing levels for both North and South Electrical Service Divisions, and concluded that the North and South Engineering Groups will assume additional work from Special Projects Group. Position #012443 has been vacant since April 1996, and management would like to reclassify the position from Administrative Specialist I to an Associate Electrical Engineer, which will provide needed engineering labor without increasing the number of employees in the Unit or department. Currently, the work is being performed by three FTEs, and to meet their customer service goals and the Branch CIP commitments, there is a need for an additional Associate Electrical Engineer in the Unit.

Position History:

The position's history can be accessed via the Personnel Division's Records Unit.

Scope of Review:

This review was conducted by Class/Comp Team 2, consisting of Barbara Martin, Irene Ogunyemi, and Gail Thompson. The review of the subject position included analysis of the following:

- Position Description Questionnaire (PDQ) submitted for this review;
- Team Two's review/analysis of subject position information;
- Comparison to similar positions;
- Administrative Specialist I class specification #4050004 and Associate Electrical Engineer class specification #7005504;
- Review of the organizational charts affecting the subject position;
- Position history records and related classification files.

Summary of Work:

The essential purpose of this position is to design, plan, order materials, and coordinate construction and customer projects; perform electrical engineering assignments, review and approve consultant work products and authorize contract change orders and payments.

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

Analysis:

The position was created to perform Administrative Specialist work which entailed the full range of general administrative support duties and/or several specialized clerical tasks in support of a program. However, the need of the department has changed regarding the body of work required of the unit to meet their goals and CIP commitments. As outlined in the Background Information section, City Light management have defined the engineering staffing levels for both North and South Electrical Service Divisions, and have come to the conclusion that there is a need for an additional Associate Engineer. Since the subject position is vacant, management decided to reclassify the vacant position to Associate Electrical Engineer, which will fulfill their staffing needs without increasing the number of employees in the unit or the department.

In our review of the PDQ submitted for the request, we found out that the duties and responsibilities that will be assigned to the subject position are going to be very technical. Over 55% of the position's time will be spent performing customary journey-level electrical engineering duties; i.e., designing, planning and establishing requirements for maintenance, restoration or relocation of distribution/transmission and overhead/underground electrical services. Other engineering tasks include preparing estimates, materials requirements, specifications, work orders and related instructions and schedules. The position will be expected to provide engineering instructions to field crews and to answer questions about design issues as well as monitor progress of construction projects.

In our evaluation, we found that the Associate Electrical Engineer classification performs journey-level complex and difficult professional electrical engineering work in the areas of planning, designing, and servicing of utility projects. These duties and responsibilities are an appropriate match for the requested title by the department. Therefore, allocating the subject position to Associate Electrical Engineer will enable the position to perform the assigned duties of supervising and/or leading specialists and engineers in coordinating construction for new, large. customer projects, and revisions to the overhead and underground distribution system. It will also provide the needed engineering labor to the Unit. Since the subject position is vacant, the determination will not impact any incumbent.

Recommendation:

Therefore, based on the Position Description Questionnaire, and comparison to similar positions in the Unit, we recommend the subject position be reclassified to Associate Electrical Engineer effective October 1, 1996 which is the date the department said the request was initiated internally.

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: February 20, 1997 **Report No.:** 96-1166

POSITION IDENTIFICATION

Department: City Light

Classification Title: Assistant Electrical Engineer

Ordinance Title: Assistant Electrical Engineer

Position Number: 024328

Bargaining Unit: 032 **Current Salary: $18.37 - 24.05** (Range: N/A)

RECOMMENDED ACTION

Classification Title: Senior Capital ProjectsCoordinator

Ordinance Title: Senior Capital ProjectsCoordinator

Legislation Required: Yes

Bargaining Unit 034 **Recommended Salary:** 37.5A $23.78 - 27.73 **(Range:** N/A)

Remarks **See next page for pertinent allocation information**

INCUMBENT STATUS

Incumbent: Vacant

Current Standing: Assistant Electrical Engineer

Recommended Standing: Senior Capital Project Coordinator

In recommended standing, incumbent status is:

Regular	Probationary	Temporary
[ ] 2.3100;	[ ] 2.3.200;	[ ] 2.3.300.

Remarks:

Recommended: Team 2 I.M. J.C. Classification Analyst(s)

Approved: John Pearson Classification Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

CITY OF SEATTLE PERSONNEL DEPARTMENT
Classification/Compensation Unit

ABBREVIATED POSITION DESCRIPTION QUESTIONNAIRE

(This form is to be used for vacant positions and/or requests resulting from reorganizations)

DEPARTMENT/DIVISION: City Light, Engineering Services Division, Project Management Unit 185

POSITION NUMBER: 024328

DATE REQUESTED: January 21, 1997 **EFFECTIVE DATE:** January 21, 1997

CLASSIFICATION REQUESTED: Senior Capital Projects Coordinator

POSITION PURPOSE: Position will serve as a lead project manager for the most large, complex capital projects, and/or with high visibility to the City Light Department, public, and City officials. Position will serve as a lead for, but will not be limited to, Generation and Substations capital projects.

POSITION SUMMARY: *Use the following space to summarize the essential duties and responsibilities assigned to the position. Briefly describe the work using action words.*

Duties and Responsibilities Statements	% of Time
1. Plans, budgets, and schedules all aspects of the most complex, controversial, and/or highly visible capital improvement and other City funded/sponsored projects.	50%
2. Develops and negotiates schedules for design and construction, monitors and coordinates activities of contractors, consultants, committees, community organizations, and customers during construction.	25%
3. Plans and prepares reports, correspondence, advertisements, official documents, and gives presentations to internal customers, City Light Executive Team, City officials, and external agencies or customers as required.	10%
4. Coordinates project closeout and budget reconciliation and evaluation. Performs other related duties as required by management.	10%
5.	
6.	
7.	

POSITION ALLOCATION CRITERIA:

Duty No. 1 — A ☒ primary ☐ secondary duty, is described in the class specification as:

Distinguishing Characteristics of the Class: This class is distinguished from the journey-level of the series by the complexity, controversial nature, and/or high visibility of the projects coordinated. Projects assigned at this level generally have Mayoral, Council, and/or public interest. Project budgets tend to be larger than most capital projects.

Duty No. 2 — A ☒ primary ☐ secondary duty, is described in the class specification as:

Distinguishing Characteristics of the Class: Contacts include inter and intra departmental personnel, outside agencies, executive legislative staff, consultants, contractors, and the public for the purpose of making presentations, planning, coordinating work and providing information.

Duty No. 3 — A ☐ primary ☒ secondary duty, is described in the class specification as:

Example of Work: Prepares reports, correspondence, advertisements, and official documents and gives presentations.

Duty No. 4 — A ☐ primary ☒ secondary duty, is described in the class specification as:

Example of Work: Coordinates project closeout and budget reconciliation and evaluation.

Duty No. 5 — A ☐ primary ☐ secondary duty, is described in the class specification as:

Duty No. 6 — A ☐ primary ☐ secondary duty, is described in the class specification as:

Duty No. 7 — A ☐ primary ☐ secondary duty, is described in the class specification as:

REASON FOR THE REQUESTED CHANGE:

This position is currently classified as an Assistant Electrical Engineer. Because this position will be required to be a project lead within Project Management Unit on the most large and complex capital projects, the primary duties as described above support the Senior Capital Projects Coordinator classification. This reclassification request will also bring classification consistency to the Project Management Unit, which has been previously lacking.

Supervisor or Requester Signature — Date: 1/31/97

Department Head Signature — Date

For Personnel Use Only

POSITION NUMBER: 024328 **TITLE:** Sr. Capital Projects Coordinator

APPROVED AS REQUESTED: ☒ Yes ☐ No

OTHER RECOMMENDED ACTION:

Personnel Analyst Signature — Date: 2/20/97

Personnel Analyst Supervisor Signature — Date: 2/20/97

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: February 12, 1997 | Report No. 97-1170

POSITION IDENTIFICATION

Department: City Light
Classification Title: Energy Planning Supervisor
Ordinance Title: Energy Planning Supervisor
Position Number: 016531
Bargaining Unit: 030

Current Salary: $23.78 - $27.73
(Salary Range 37.5A)

RECOMMENDED ACTION

Classification Title: Conservation Policy Analyst

Ordinance Title: Conservation Policy Analyst

Legislation Required: Yes

Recommended Salary: $23.78 - $27.73
(Salary Range 37.5A))

Rec. Bargaining Unit: 030

Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbent: Vacant

Current Standing: N/A

Recommended Standing: N/A

In recommended standing, incumbent status is: N/A

Regular;	Probationary;	Temporary.
[ ] 2.3.100;	[ ] 2.3.200;	[ ] 2.3.300.

Remarks:

Recommended:	Team 2	Classification Analyst(s)
Approved:	John Pearson	Classification Supervisor
	Lidia Santiesteban	Classification/Compensation Director
	Sarah Welch	Personnel Director

Seattle City Light

Memorandum

RECEIVED
FEB 7 1997
FILE #

DATE: February 6, 1997

TO: Lidia Santiesteban, Classification/Compensation Director

FROM: Bonnie Rausch BR

SUBJECT: Reclassification Review Request

Attached is an abbreviated PDQ requesting reclassification of position number 016531 from Energy Planning Supervisor to Conservation Policy Analyst. We are requesting an expedited review as the Unit plans to advertise the position within the next two weeks.

If you have any questions, please call me at 3-2174.

Attachment

CITY OF SEATTLE PERSONNEL DEPARTMENT
Classification/Compensation Unit

ABBREVIATED POSITION DESCRIPTION QUESTIONNAIRE

(This form is to be used for vacant positions and/or requests resulting from reorganizations)

DEPARTMENT/DIVISION: City Light/Power Planning

POSITION NUMBER: 016531

DATE REQUESTED: 2/5/97 **EFFECTIVE DATE:** 2/17/97

CLASSIFICATION REQUESTED: Conservation Policy Analyst

POSITION PURPOSE: Conduct policy analysis to develop reports and recommendations regarding utility law, regulations, policies and programs; serve as a liaison within the department and with industry groups, representing the views and interests of City Light.

POSITION SUMMARY: *Use the following space to summarize the essential duties and responsibilities assigned to the position. Briefly describe the work using action words.*

Duties and Responsibilities Statements	% of Time
1. Research and analyze new and proposed laws, regulations, policies and programs related to electric utility restructuring; determine their impact on department operations and suggest policy options for consideration by decision-makers. Prepare position papers, briefing papers, public statements and other correspondence for delivery by City officials in legislative, industry, public policy or regulatory forums.	25
2. Keep up to date and apply a broad range of quantitative and qualitative policy/program analysis methods, lobbying techniques, and knowledge of legal requirements applicable to the utility is necessary. Review, evaluate and draft complex energy legislation and requirements.	20
3. Establish and maintain on-going communication within the department, with other City departments, utilities and industry organizations in order to coordinate and form alliances on policy and legislative issues.	25
4. Review and analyze complex, multi-disciplinary and/or multi-agency utility issues. Prepare reports and make recommendations for possible courses of action on energy issues.	20
5. Provide guidance to City and departmental officials regarding utility laws, regulations, policies and programs.	10
6.	

7.

POSITION ALLOCATION CRITERIA:

Duty No. 1 — A ☒ primary ☐ secondary duty, is described in the class specification as:

"...researches and analyzes new and proposed energy conservation laws, regulations, policies, and programs to determine their impact on department operations and develops appropriate responses, including positions, briefing, papers, correspondence, and programs. "

Duty No. 2 — A ☒ primary ☐ secondary duty, is described in the class specification as:

"Broad knowledge of quantitative and qualitative policy/program analysis methods, lobbying techniques, conservation programs and issues, and legal requirements applicable to conservation programs is required. The ability to review, evaluate and draft complex energy legislation and requirements is also necessary."

Duty No. 3 — A ☒ primary ☐ secondary duty, is described in the class specification as:

"Regular contact with departmental and other department staff and management is maintained to coordinate conservation policy and legislative analyses, resource analyses, and program and regulation development. Contacts with Federal and state officials, regional organizations, citizens advisory councils and other interest groups to represent the department's or City's position on new or proposed legislation, regulations, or policies."

Duty No. 4 — A ☒ primary ☐ secondary duty, is described in the class specification as:

"Reviews and analyzes complex, multi-disciplinary and/or multi-agency energy conservation issues. Prepares reports and makes recommendations for possible courses of action on energy issues."

Duty No. 5 — A ☐ primary ☒ secondary duty, is described in the class specification as:

"Provide technical guidance to City and departmental officials regarding energy conservation laws, regulations, policies and programs."

Duty No. 6 — A ☐ primary ☐ secondary duty, is described in the class specification as:

Duty No. 7 — A ☐ primary ☐ secondary duty, is described in the class specification as:

REASON FOR THE REQUESTED CHANGE:

There are significant issues impacting the electric utility business with the impending deregulation of the industry. This job classification needs to be expanded to respond to issues beyond the narrow subject of conservation to encompass broader utility issues. The type of work required of the position is almost identical to the Conservation Policy Analyst description except that the subject area encompasses many aspects of the utility, including but not limited to conservation.

Supervisor or Requester Signature	2/6/97 Date
Department Head Signature	2/6/97 Date

For Personnel Use Only

POSITION NUMBER: 016531 **TITLE:** Conservation Policy Analyst

APPROVED AS REQUESTED: ☑ Yes ☐ No

OTHER RECOMMENDED ACTION:

Irene Gurnemi	2/12/97
Barbara Martin	2/11/97
[illegible]	2/12/97
Personnel Analyst Signature	Date
[illegible]	2/13/97
Personnel Analyst Supervisor Signature	Date

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: February 27, 1997 | Report No. 97-1173

POSITION IDENTIFICATION

Department: City Light
Classification Title: Cable Splicer Crew Chief
Ordinance Title: Cable Splicer Crew Chief - Network Area
Position Number: 012345
Bargaining Unit: 077 Current Salary: $28.67 (Salary Range: N/A)

RECOMMENDED ACTION

Classification Title: Cable Splicer
Ordinance Title: Cable Splicer - Journeyworker In Charge
Legislation Required: Yes Recommended Salary: $26.84 (Salary Range: N/A)
Rec. Bargaining Unit: 077
Remarks: *See next page for pertinent allocation information.*

INCUMBENT STATUS

Incumbent: Vacant
Current Standing: N/A
Recommended Standing: N/A
In recomm. standing, incumbent status is: *Trial Service Period per applicable Union Agreement*

Regular;	Probationary;	Temporary.
[ ] 2.3.100;	[ ] 2.3.200;	[ ] 2.3.300.

Remarks: *See next page for pertinent allocation information.*

Recommended:	Team 2	Classification Analyst(s)
Approved:	John Pearson	Classification Supervisor
	Lidia Santiesteban	Classification/Compensation Director
	Sarah Welch	Personnel Director

CITY OF SEATTLE PERSONNEL DEPARTMENT
Classification/Compensation Unit

ABBREVIATED
POSITION DESCRIPTION QUESTIONNAIRE

(This form is to be used for vacant positions and/or requests resulting from reorganizations)

DEPARTMENT/DIVISION: City Light/South Electrical Services Division

POSITION NUMBER: 012345

DATE REQUESTED: February 6, 1997 **EFFECTIVE DATE:** February 6, 1997

CLASSIFICATION REQUESTED: Cable Splicer-Journeyworker in Charge

POSITION PURPOSE: To perform troubleshooting, maintenance, system upgrades, inspections and emergency response for underground street lighting.

POSITION SUMMARY: *Use the following space to summarize the essential duties and responsibilities assigned to the position. Briefly describe the work using action words.*

Duties and Responsibilities Statements	% of Time
1. Splicing and terminating of all types of low and high voltage power cables: lead covered, poly, rubber, paper insulated, armored, pipe type, and self contained.	10
2. Pull in, rack and secure all types of street lighting cables in conduit, tunnels, ducts and aerial installations between manholes and vaults, remove and install heavy concrete filled street light standards and steel, aluminum and wood standards.	10
3. Installation of low voltage conductors, junction boxes, switches, time clocks, auto transformers and related electrical distribution equipment. Bend, install, maintain and repair rigid steel, aluminum and PVC conduit of all sizes for commercial, industrial and distribution installations.	10
4. Troubleshoot network, URD street lighting system, remove and install heavy concrete street light standards (25,000 lbs.) and install new street light bases, conduits, hand holes and supervise labor crews.	50
5. Rig for and move heavy street light equipment. Do mechanical installation of street light equipment.	5
6. In addition to the work of underground network Cable Splicers, the Journeyworker in Charge-Cable Splicer, under general supervision, leads a crew in the installation of street lighting cables in conduit, tunnels, ducts and aerial installations between utility vault covers and vaults. The crew removes and installs heavy concrete-filled street light standards and steel, aluminum and wood standards. The crew may consist of another Journey Cable Splicer and a Material Supplier.	10

7. In addition to the work of underground network Cable Splicers, a Cable Splicer when assigned to work with another Journeyworker (and no other personnel) to perform utility locating work is compensated as a Journeyworker in Charge-Cable Splicer. 5%

POSITION ALLOCATION CRITERIA:

Duty No. 1 — A ☒ primary ☐ secondary duty, is described in the class specification as:

Splices, maintains and terminates all types of high and low voltage power cables (lead-covered, gas-filled, oil-filled, etc.).

Duty No. 2 — A ☒ primary ☐ secondary duty, is described in the class specification as:

Pulls, racks and secures high and low voltage cables in manholes, conduits, tunnels, vaults and other installations.

Duty No. 3 — A ☒ primary ☐ secondary duty, is described in the class specification as:

Installs, maintains, repairs and removes high and low voltage conductors, transformers, network protectors, relays, switches, junction boxes and related electrical equipment.

Duty No. 4 — A ☒ primary ☐ secondary duty, is described in the class specification as:

Installs, troubleshoots, maintains and repairs electrical equipment required for spot network distribution systems in high-rise buildings.

Duty No. 5 — A ☒ primary ☐ secondary duty, is described in the class specification as:

Installs, reroutes, maintains and repairs street lighting systems and equipment.

Duty No. 6 — A ☐ primary ☐ secondary duty, is described in the class specification as:

- - - -

Duty No. 7 — A ☐ primary ☐ secondary duty, is described in the class specification as:

- - - -

REASON FOR THE REQUESTED CHANGE:

Per an agreement with Local 77 (attached), Position No. 012345 was to be reclassified from Cable Splicer Crew Chief to Cable Splicer, Journeyworker in Charge upon incumbent John (Greg) Theriault's retirement, effective February 6, 1997.

Karen Lovell — February 7, 1997
Supervisor or Requester Signature — Date

[illegible] — 2-9-97
Department Head Signature — Date

For Personnel Use Only

POSITION NUMBER: _____ **TITLE:** _____

APPROVED AS REQUESTED: ☐ Yes ☐ No

OTHER RECOMMENDED ACTION:

Irene Ogunyemi, Jan Thompson, Barbara Martin — 2/25/97
Personnel Analyst Signature — Date

[illegible] — 3/5/97
Personnel Analyst Supervisor Signature — Date

[illegible] — 3/6/97

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: March 4, 1997 | Report No. 96-900

POSITION IDENTIFICATION

Department: City Light
Classification Title: Interior Design Services Supervisor
Ordinance Title: Interior Design Services Supervisor
Position Number: 012478
Bargaining Unit: 030 **Current Salary: $18.92 - $22.08 (Salary Range 31.5A)**

RECOMMENDED ACTION

Classification Title: Architectural Project Coordinator
Ordinance Title: Architectural Project Coordinator
Legislation Required: Yes

Rec. Bargaining Unit: 030 **Recommended Salary: $22.08 - $25.70 (Salary Range: 35.5A)**

Remarks: ***See next page for pertinent allocation information.***

INCUMBENT STATUS

Incumbent: Vacant
Current Standing: N/A
Recommended Standing: N/A

In recomm. standing, incumbent status is: ***N/A***

Regular;	Probationary;	Temporary.
[ ] 2.3.100;	[ ] 2.3.200;	[ ] 2.3.300.

Remarks: See next page for pertinent allocation information.

Recommended:	Team 2	Classification Analyst(s)
Approved:	John Pearson	Classification Supervisor
	Lidia Santiesteban	Classification/Compensation Director
	Sarah Welch	Personnel Director

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: March 4, 1997 | Report No. 96-900A

POSITION IDENTIFICATION

Department: City Light
Classification Title: Associate Architect
Ordinance Title: Associate Architect
Position Number: 012852
Bargaining Unit: 030 **Current Salary: $22.08 - $25.70 (Salary Range35.5A)**

RECOMMENDED ACTION

Classification Title: Architectural Project Coordinator
Ordinance Title: Architectural Project Coordinator
Legislation Required: Yes
Rec. Bargaining Unit: 030 **Recommended Salary: $22.08 - $25.70 (Salary Range: 35.5A)**
Remarks: ***See next page for pertinent allocation information.***

INCUMBENT STATUS

Incumbent: Vacant
Current Standing: N/A
Recommended Standing: N/A
In recomm. standing, incumbent status is: ***N/A***

Regular;	Probationary;	Temporary.
[ ] 2.3.100;	[ ] 2.3.200;	[ ] 2.3.300.

Remarks: See next page for pertinent allocation information.

Recommended:	Team 2	Classification Analyst(s)
Approved:	John Pearson	Classification Supervisor
	Lidia Santiesteban	Classification/Compensation Director
	Sarah Welch	Personnel Director

ABBREVIATED
POSITION DESCRIPTION QUESTIONNAIRE

(This form is to be used for vacant positions and/or requests resulting from reorganizations)

DEPARTMENT/DIVISION: City Light / Facilities Management

POSITION NUMBER: 012478

DATE REQUESTED: September 9, 1996

CLASSIFICATION REQUESTED: Architectural Project Coordinator

POSITION PURPOSE: Coordinate maintenance and relocation activities, alterations to existing space and capital improvements to City Light facilities.

POSITION SUMMARY:

Duties and Responsibilities Statements	% of Time
1. Work with client users to develop program needs for renovation and alteration work.	10%
2. Develop proposed project budgets, schedules, work plans, and scope statements for supervisory approval. Conduct progress meetings and monitor cost reports to keep projects on time and within budget. Issue periodic progress reports	20%
3. Coordinate the activities of in-house trades and engineering disciplines as well as outside vendors, consultants, and contractors to promote smooth execution of maintenance, repair, and capital improvement projects	15%
4. Prepare architectural drawings and specifications for project implementation.	15%
5. Expedite the purchase of goods and services necessary for project completion including advertising for and selecting consultants and contractors, writing scope statements, and developing performance and material standards for systems and equipment.	20%
6. Coordinate all activities associated with relocation of personnel, including space planning, furniture procurement, moving services, physical improvements to space, and telecommunications installation.	10%

7. Work with management to develop and/or monitor standards for space allocation, furniture, and architectural finishes. 5%

8. Maintain database information on space, equipment, finishes, and personnel occupancy in CAD-based or spreadsheet systems. 5%

POSITION ALLOCATION CRITERIA

Duty No. 1 — a [ ] Primary [X] Secondary duty is described in the class specification as: Determine project parameters and negotiate all elements of renovations with user department.

Duty No. 2 — a [X] Primary [ ] Secondary duty is described in the class specification as: Coordination of overall needs analysis, project planning and design/specification development for renovation and construction of municipal properties. Develop and negotiate contracts for architectural, engineering and construction work; prepare project budget , schedule and evaluate design and construction consultants/contractors.

Duty No. 3 — a [X] Primary [ ] Secondary duty is described in the class specification as: Participate in the selection of and oversee the work of professional architects and engineers in design and construction.

Duty No. 4 — a [X] Primary [ ] Secondary duty is described in the class specification as: Requires working knowledge , principles and practices of architecture and construction planning methods and standards and construction project planning. Coordinate, read and interpret architectural and engineering drawings. Knowledge of applicable regulatory statutes, ordinances, codes, specifications and requirements is also required.

Duty No. 5 — a [X] Primary [ ] Secondary duty is described in the class specification as: Prepares purchase orders and/or bid specifications for project components; reviews and authorizes payments to contractors; resolves contractor problems or disputes with designers or construction contractors; issues change orders as appropriate. Exercise discretionary judgment concerning terms of construction contracts, negotiation of changes and monitoring contractor performance.

Duty No. 6 — a [ ] Primary [X] Secondary duty is described in the class specification as: The work is performed within broad policy guidelines and design/budget constraints established by, or in conjunction with user departments. Performs project completion activities such as cost accounting project evaluation and examination for compliance with Board of Public Works requirements

Duty No. 7 — a [ ] Primary [X] Secondary duty is described in the class specification as: Coordinate overall needs analysis and project planning. The work is performed within broad policy guidelines and design/budget constraints established by, or in conjunction with user departments. Incumbent must exercise discretionary judgment in designing, implementing and supervising facilities projects and in making decisions concerning the construction contracts and negotiation of changes.

Duty No. 8 — a [ ] Primary [X] Secondary duty is described in the class specification as: Prepare and administer project budget and schedule. Monitor and control expenditures and reports on performance and schedule deviations or cost over-runs; prepares financial statement and project forecasts as needed. Performs project completion activities such as cost accounting project evaluation and examination for compliance with Board of Public Works requirements.

REASON FOR THE REQUESTED CHANGE:

- The entire facilities management industry has changed dramatically since these classifications were first drafted. City Light, in particular, now plans, designs, and implements facilities changes within the framework of a strategic business plan, requiring a greater emphasis on effective project management and less emphasis on technical architectural design skills.

  In years past, Facilities Design did most of its own design work. Improvements and alterations were designed from concept to construction documents under this classification, creating a back log of work because only a few projects could be addressed at one time. With over 1.4 million square feet of habitable space in the City Light inventory and multimillion dollar CIP and operations budgets to control, there is no longer time or staff enough to labor over complex graphic documents. Effective implementation of facilities projects requires classifications with a broader functional scope that enables a coordinator to simultaneously handle several projects with outsourced architectural and engineering design work while allowing them the versatility to apply technical skills for smaller projects using in-house trades and engineering staff. This should result in cost savings on projects by being able to coordinate and control them more appropriately.

Mg Nichols — 10-2-96

Supervisor or Requester Signature — Date

10-3-96

Department Head Signature — Date

(For Personnel Use Only)

Position Number:

Title:

Approved as Requested: [X] Yes [ ] No

Other Recommended Action:

Barbara Martin
Carol Thompson
Irma Lourdeau — 11/14/96

Personnel Analyst — Date

John Pearson — 11/15/96

Personnel Analyst Supervisor — Date

Lidia Santiesteban — 11/15/96

Classification and Compensation Director — Date

pas — 11/18/96

Personnel Director — Date

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: March 4, 1997 | Report No. 96-900

POSITION IDENTIFICATION

Department: City Light
Classification Title: Interior Design Services Supervisor
Ordinance Title: Interior Design Services Supervisor
Position Number: 012478
Bargaining Unit: 030 **Current Salary: $18.92 - $22.08 (Salary Range 31.5A)**

RECOMMENDED ACTION

Classification Title: Architectural Project Coordinator
Ordinance Title: Architectural Project Coordinator
Legislation Required: Yes

Rec. Bargaining Unit: 030 **Recommended Salary: $22.08 - $25.70 (Salary Range: 35.5A)**

Remarks: ***See next page for pertinent allocation information.***

INCUMBENT STATUS

Incumbent: Vacant
Current Standing: N/A
Recommended Standing: N/A

In recomm. standing, incumbent status is: ***N/A***

Regular;	Probationary;	Temporary.
[ ] 2.3.100;	[ ] 2.3.200;	[ ] 2.3.300.

Remarks: See next page for pertinent allocation information.

Recommended:	Team 2	Classification Analyst(s)
Approved:	John Pearson	Classification Supervisor
	Lidia Santiesteban	Classification/Compensation Director
	Sarah Welch	Personnel Director

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: March 4, 1997 | Report No. 96-900A

POSITION IDENTIFICATION

Department: City Light
Classification Title: Associate Architect
Ordinance Title: Associate Architect
Position Number: 012852
Bargaining Unit: 030 **Current Salary: $22.08 - $25.70 (Salary Range35.5A)**

RECOMMENDED ACTION

Classification Title: Architectural Project Coordinator
Ordinance Title: Architectural Project Coordinator
Legislation Required: Yes
Rec. Bargaining Unit: 030 **Recommended Salary: $22.08 - $25.70 (Salary Range: 35.5A)**
Remarks: ***See next page for pertinent allocation information.***

INCUMBENT STATUS

Incumbent: Vacant
Current Standing: N/A
Recommended Standing: N/A
In recomm. standing, incumbent status is: ***N/A***

Regular;	Probationary;	Temporary.
[ ] 2.3.100;	[ ] 2.3.200;	[ ] 2.3.300.

Remarks: See next page for pertinent allocation information.

Recommended:	Team 2	Classification Analyst(s)
Approved:	John Pearson	Classification Supervisor
	Lidia Santiesteban	Classification/Compensation Director
	Sarah Welch	Personnel Director

ABBREVIATED
POSITION DESCRIPTION QUESTIONNAIRE

(This form is to be used for vacant positions and/or requests resulting from reorganizations)

DEPARTMENT/DIVISION: City Light / Facilities Management

POSITION NUMBER: 012478

DATE REQUESTED: September 9, 1996

CLASSIFICATION REQUESTED: Architectural Project Coordinator

POSITION PURPOSE: Coordinate maintenance and relocation activities, alterations to existing space and capital improvements to City Light facilities.

POSITION SUMMARY:

Duties and Responsibilities Statements	% of Time
1. Work with client users to develop program needs for renovation and alteration work.	10%
2. Develop proposed project budgets, schedules, work plans, and scope statements for supervisory approval. Conduct progress meetings and monitor cost reports to keep projects on time and within budget. Issue periodic progress reports	20%
3. Coordinate the activities of in-house trades and engineering disciplines as well as outside vendors, consultants, and contractors to promote smooth execution of maintenance, repair, and capital improvement projects	15%
4. Prepare architectural drawings and specifications for project implementation.	15%
5. Expedite the purchase of goods and services necessary for project completion including advertising for and selecting consultants and contractors, writing scope statements, and developing performance and material standards for systems and equipment.	20%
6. Coordinate all activities associated with relocation of personnel, including space planning, furniture procurement, moving services, physical improvements to space, and telecommunications installation.	10%

7. Work with management to develop and/or monitor standards for space allocation, furniture, and architectural finishes. 5%

8. Maintain database information on space, equipment, finishes, and personnel occupancy in CAD-based or spreadsheet systems. 5%

POSITION ALLOCATION CRITERIA

Duty No. 1 — a [ ] Primary [X] Secondary duty is described in the class specification as: Determine project parameters and negotiate all elements of renovations with user department.

Duty No. 2 — a [X] Primary [ ] Secondary duty is described in the class specification as: Coordination of overall needs analysis, project planning and design/specification development for renovation and construction of municipal properties. Develop and negotiate contracts for architectural, engineering and construction work; prepare project budget , schedule and evaluate design and construction consultants/contractors.

Duty No. 3 — a [X] Primary [ ] Secondary duty is described in the class specification as: Participate in the selection of and oversee the work of professional architects and engineers in design and construction.

Duty No. 4 — a [X] Primary [ ] Secondary duty is described in the class specification as: Requires working knowledge , principles and practices of architecture and construction planning methods and standards and construction project planning. Coordinate, read and interpret architectural and engineering drawings. Knowledge of applicable regulatory statutes, ordinances, codes, specifications and requirements is also required.

Duty No. 5 — a [X] Primary [ ] Secondary duty is described in the class specification as: Prepares purchase orders and/or bid specifications for project components; reviews and authorizes payments to contractors; resolves contractor problems or disputes with designers or construction contractors; issues change orders as appropriate. Exercise discretionary judgment concerning terms of construction contracts, negotiation of changes and monitoring contractor performance.

Duty No. 6 — a [ ] Primary [X] Secondary duty is described in the class specification as: The work is performed within broad policy guidelines and design/budget constraints established by, or in conjunction with user departments. Performs project completion activities such as cost accounting project evaluation and examination for compliance with Board of Public Works requirements

Duty No. 7 — a [ ] Primary [X] Secondary duty is described in the class specification as: Coordinate overall needs analysis and project planning. The work is performed within broad policy guidelines and design/budget constraints established by, or in conjunction with user departments. Incumbent must exercise discretionary judgment in designing, implementing and supervising facilities projects and in making decisions concerning the construction contracts and negotiation of changes.

Duty No. 8 — a [ ] Primary [X] Secondary duty is described in the class specification as: Prepare and administer project budget and schedule. Monitor and control expenditures and reports on performance and schedule deviations or cost over-runs; prepares financial statement and project forecasts as needed. Performs project completion activities such as cost accounting project evaluation and examination for compliance with Board of Public Works requirements.

REASON FOR THE REQUESTED CHANGE:

- The entire facilities management industry has changed dramatically since these classifications were first drafted. City Light, in particular, now plans, designs, and implements facilities changes within the framework of a strategic business plan, requiring a greater emphasis on effective project management and less emphasis on technical architectural design skills.

  In years past, Facilities Design did most of its own design work. Improvements and alterations were designed from concept to construction documents under this classification, creating a back log of work because only a few projects could be addressed at one time. With over 1.4 million square feet of habitable space in the City Light inventory and multimillion dollar CIP and operations budgets to control, there is no longer time or staff enough to labor over complex graphic documents. Effective implementation of facilities projects requires classifications with a broader functional scope that enables a coordinator to simultaneously handle several projects with outsourced architectural and engineering design work while allowing them the versatility to apply technical skills for smaller projects using in-house trades and engineering staff. This should result in cost savings on projects by being able to coordinate and control them more appropriately.

Mg Nichols — 10-2-96

Supervisor or Requester Signature — Date

10-3-96

Department Head Signature — Date

(For Personnel Use Only)

Position Number:

Title:

Approved as Requested: [X] Yes [ ] No

Other Recommended Action:

Barbara Martin
Carol Thompson
Nina Lourdeau — 11/14/96

Personnel Analyst — Date

John Pearson — 11/15/96

Personnel Analyst Supervisor — Date

Lidia Santiestevan — 11/15/96

Classification and Compensation Director — Date

pas — 11/18/96

Personnel Director — Date

CITY OF SEATTLE
PERSONNEL
DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: 1/13/97 **Report No.:** 961059

POSITION IDENTIFICATION

Department: Construction and Land Use

Classification Title: Administrative Support Supervisor

Ordinance Title: Administrative Support Supervisor-BU

Position Number: 014297

Bargaining Unit: 035 **Current Salary:** $ 15.54- $17.41 (Range 26.0B)

RECOMMENDED ACTION

Classification Title: Administrative Specialist II

Ordinance Title: Administrative Specialist II- BU

Bargaining Unit: 035

Legislation Required: Yes **Recommended Salary:** $13.65-$15.26 (Range 22.5B)

Remarks See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:

Current Standing: Administrative Support Supervisor

Recommended Standing: Administrative Specialist II

In recommended standing, incumbent status is:

[X] **Regular** [ ] **Probationary** [ ] **Temporary** (exam required)

Authority: Personnel Rule

[ ] **2.3.100** [ ] **2.3.200** [ ] **2.3.300**

Remarks: Per Article 9.7D and 9.8 J of collective bargaining agreement between Local 17 and the City.

Recommended: Team 1 Classification/Compensation Analyst

Approved: Edie Jorgensen Classification/Compensation Supervisor

Lidia Santiesteban Classification/Compensation Director

This review was conducted by a team of Classification/Compensation Analysts consisting of Sharon Lee Nicholson, Jimmy Woo, and Curt Funk. The report was prepared by Jimmy Woo.

Source of Request/Position Identification:

This position is being reviewed at the request of DCLU management. As a result of an agreement between the City, department, union and position incumbent, the incumbent shall receive the incumbent rate of pay at the top step of the Administrative Support Supervisor classification. The department is requesting a review of the position's duties and responsibilities to ensure they are commensurate with the Administrative Specialist II classification which they are requesting for this position.

The position is located in DCLU's Inspection Services Division, Code Compliance Section which is responsible for enforcing the City Housing and Land Use Code, Weeds and Litter Ordinance, as well as a variety of Housing Regulation Ordinances.

Position History:

A complete history of this position may be found in the Personnel Records Unit.

Scope of Review:

Review of this position consisted of the following:

- Position Description Questionnaires (PDQ) submitted for this review;
- Class Specification Nos. 4050007- Administrative Support Supervisor and 4050005 Administrative Support Specialist II;
- Position file contents; and
- Corroboration among a team of Classification Analysts

Summary of Work

The primary purpose of this position is to serve as a lead worker and provide administrative support to the Code Compliance Section by preparing violation notices to customers using various computer programs; providing guidance and technical assistance to staff in coordinating workflow; proofing and editing work; researching customer complaints and problem solving violation issues; addressing the more complex procedural questions and customer complaints; and identifying procedural problems and providing resolution.

NOTE: *For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaires (PDQs) submitted for this review and included in the position file.*

Analysis:

The October, 1995 consolidation of the Housing & Zoning and Construction Inspection Divisions into the Inspection Services Division required the elimination of duplicate roles. It became necessary to reduce from two support staff supervisors to one, thus the duties and responsibilities for the subject position were gradually decreted in order to effect this change.

The duties and responsibilities for the subject position are no longer encompassed within its current Administrative Support Supervisor classification which requires the position to supervise, plan, organize, assign and evaluate the work of a clerical support staff and provide administrative support duties to higher level management as needed.

The subject position now serves as a lead worker and provides guidance and technical assistance to staff while performing the more technically complex research and dispositioning the more complex procedural questions and customer complaints. The position works under minimal supervision working independently and possesses detailed technical knowledge of the enforcement process and automated permit tracking system.

The subject position's current body of work, including its knowledge requirements and independence of action, are consistent with the Administrative Specialist II classification. Specifically, positions allocated to the Administrative Specialist II may train and advise employees on office procedures, require a comprehensive knowledge of departmental and/or program policies/procedures, and assignments are completed independently with minimal guidance.

Recommendation:

Based on the above, the review team recommends this position be reclassified to Administrative Specialist II. This action is effective November 14, 1996, which represents the date of the agreement was signed between the City, department, union and position incumbent.

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: December 17, 1996 **Report No:** 95-634A

POSITION IDENTIFICATION

Department: Engineering Department
Classification Title: Unclassified
Ordinance Title: Civil Engineering Specialist, Associate
Position Number: 020460
Bargaining Unit: 004 **Current Salary:** $20.52 - $23.90
(Salary Range: N/A)

RECOMMENDED ACTION

Classification Title: Capital Projects Coordinator
Ordinance Title: Capital Projects Coordinator
Legislation Required: Yes **Recommended Salary:** $22.30 - $26.05
(Salary Range: N/A)
Rec. Bargaining Unit: 034
Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbent:
Current Standing: Planning Analyst, Associate
Recommended Standing: Capital Projects Coordinator
In recommended standing, incumbent status is:

Regular;	Probationary;	Temporary.
[x] 2.3.100;	[ ] 2.3.200;	[ ] 2.3.300.

Remarks:

Recommended:	Team 2	Classification Analyst(s)
Approved:	John Pearson	Classification Supervisor
	Lidia Santiesteban	Classification/Compensation Director
	Sarah Welch	Personnel Director

Position Identification and Source of Request:

Position No. 020460 was reviewed as a result of a request filed by the Engineering Department on behalf of the incumbent. The department and the incumbent believe that as a result of the department-wide reorganization which occurred between 1992 - 1993, this position's responsibilities have increased significantly.

Position History:

See individual position record card included in the file for detailed historical data concerning the position.

Scope of Review

This position is located in the Project Management Unit of the Engineering Services Division. The purpose of the Unit is to manage capital improvement projects and those of other governmental agencies through interlocal agreements. Review of the position included: the Position Description Questionnaire (PDQ) submitted with this request and dated February 16, 1995; the class specifications for ***Assistant Capital Projects Coordinator*** and ***Capital Projects Coordinator***; position history information and other records internally available; organizational charts affecting the subject position and comparisons to other similar positions.

Summary of Work and Description of Duties

The essential purpose of this position as outlined in the PDQ are:

- Coordinates the resources of staff responsible for capital improvement projects, major maintenance projects and engineering studies for the Department; defines and develops scopes of work, schedules, project budgets and milestones.

- Manages, monitors and evaluates project designs and construction phases including contract compliance, adherence to project schedules, budget control and restrictions.

- Develops and administers contracts and agreements with consultants and private contractors; manages work, project schedules and budgets.

- Authorizes payments and change orders; and coordinates project close-out, budget reconciliation and evaluation.

- Plans, develops and implements citizen participation processes including presentations for the purpose of providing information on program objectives, scopes of work and project schedules.

- Prepares a variety of grant applications, funding documents and project prospecti, as requested; coordinates with funding sources on project status; makes oral presentations and prepares written correspondence to funding agencies as required.

- Provides information to the general public at meetings and hearings to explain project activities and answer questions.

Analysis:

As a result of the department-wide reorganization, the overall duties and responsibilities of the Unit have changed significantly since 1993. Project managers, including the incumbent of the subject position, are now directly accountable for meeting all aspects of the project scope, schedule and budget of projects assigned to them. They are responsible for ensuring that the Department meets all the requirements of various funding agencies. Previous to the reorganization, this accountability was scattered amongst several individuals and divisions.

The current job duties of the subject position were compared to the class specifications for the requested Capital Projects Coordinator, as well as, Assistant Capital Project Coordinator titles. The results of that comparison and analysis found that ***Assistant Capital Projects Coordinator*** positions assist in coordinating the planning, design, and construction processes of less complex capital improvement and other City funded/sponsored projects to ensure projects meet specifications and standards. Whereas, ***Capital Projects Coordinator*** positions coordinate the planning, design and construction processes for capital improvement and other City funded/sponsored projects of moderate size and scope; and monitor and oversee project phases from initiation to completion.

The class specification for ***Capital Projects Coordinator*** appears to best reflect the essential duties of the subject position. Positions in this journey-level class perform duties involving planning, budgeting, and scheduling all aspects of one or more capital improvement projects; negotiate and administer consultant contracts; coordinate bidding and contract awards; supervise construction; and monitor project close-out. The subject position is responsible for managing and coordinating the planning, preliminary engineering, design, construction and close-out phases for Seattle Engineering Department capital improvement projects.
[Note: The class specification for Senior Capital Projects coordinator was reviewed but not considered as relevant for this particular position since the senior-level positions are typically distinguished from the journey-level Capital Projects coordinator by the complexity, controversial nature, and/or high visibility of the projects coordinated. Projects assigned at this level generally have Mayoral, Council, and/or public interest; and, project budgets tend to be larger than most capital projects.]

The duties of the subject position were also compared to the duties of other similar positions in the Unit. The Unit consists of three Senior Capital Projects Coordinator positions that work independently; and two Supervising Capital Projects coordinator positions, each directing the work of four positions that coordinate capital improvement projects for the Department. Of the four positions, one was created as a Capital Projects Coordinator; the other three have been recommended for reclassification to the Capital Projects coordinator title.

Recommendation:

Therefore, based upon evaluation of the duties and responsibilities of this position, and review of the affected organizational structure, the appropriate allocation is ***Capital Projects Coordinator*** with a corresponding ordinance title. This action should be effective as of February 16, 1995, which is consistent with the date the incumbent signed the PDQ, and the date agreed upon by Engineering Department management to be the appropriate effective date *(per Engineering Department memo dated 4/22/96).*

Addendum

The subject position's incumbent requested a Reconsideration Hearing in objection to the effective date of the classification determination. The hearing was held on December 2, 1996. In addition to the incumbent and Reconsideration Board, representatives from Engineering Department management were in attendance.

The incumbent presented additional information and written documentation in support of reclassification to the Capital Projects Coordinator title with an earlier effective date of January 1, 1993 which Engineering Department management did not dispute. Therefore, based on information presented at the 12/2/96 Hearing, the Reconsideration Board recommends that the initial classification determination be revised as follows:

- Reclassify Position No. 020460 from Civil Engineering Specialist, Associate to Capital Projects Coordinator effective January 4, 1994 which is consistent with the date the current incumbent was appointed to the subject position.

- The subject incumbent occupied Position No. 017117 from 1/1/93 - 1/3/94; therefore, approve standing for the incumbent of Position No. 017117 (Richard A. Smith) for the period beginning January 1, 1993 through January 3, 1994 which is consistent with the dates the subject incumbent began performing the full range of duties as defined in the PDQ.

Engineering Department - Project Services Section
Project Management Unit

Phil Harrison (position #020615)
- Appointed to position as Senior Transportation Planner, effective 10/31/84
- Reclassified to Capital Projects Coordinator, Supervisor effective 1/2/91

Carroll Smith (position #007949)
- Appointed to position as Sr. Civil Engineer, effective 4/19/94
- Reclassified to Capital Projects Coordinator (by Report #95-635), effective 4/19/94

Laura Scharf (position #020758)
- Appointed to position as Civil Engineering Specialist, Associate effective 10/10/90
- Reclassified to Capital Projects Coordinator (by Report #95-635(a)), effective 2/15/95

Ted Rees (position #007936)
- Appointed to position as Civil Engineer, Associate effective 7/5/89

Ken Mostow (position #007924)
- Appointed to position as Associate Planner ILO Civil Engineer, Associate, effective 11/3/93

Frank Yanigamichi (position #)
- Appointed to position as Transportation Planner, Senior, effective
- Reclassified to Capital Projects Coordinator, effective 1/3/91

Ron Scharf (position #017117 and #015779)
- Appointed to #017117 as Planning Analyst, Associate ILO Civil Eng . Spec, Assoc on 1/1/93
- Appointed to position as Civil Engineering Specialist, Associate effective 1/1/83
- Reclassified to Capital Projects Coordinator (by Report #95-635(A)), effective 2/14/95

Barry Reiss (position #017117)
- Appointed to position as Capital projects Coordinator ILO Civil Engineering Specialist, Sr. effective 12/29/93

Rich Smith (position #020460)
- Appointed to position as Planning Analyst, Associate on 1/4/94

Christopher Sims (position #008049)
- Appointed to position as Capital Projects Coordinator, Senior ILO Civil Engineer, Senior, effective 11/22/93

Pam Miller (position #020460 & position #008040)
- Appointed to #020460 Civil Engineering Specialist Associate, effective 4/3/90
- Appointed to #008040 Civil Engineering Specialist, Senior, effective 11/17/93

Ron Borowski (position #023287)
- Appointed to position as Senior Transportation Planner effective 7/30/90

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: March 4, 1997 | Report No. 96-836

POSITION IDENTIFICATION

Department: Seattle Public Utilities/Engineering
Classification Title: Engineering Aide
Ordinance Title: Engineering Aide
Position Number: 015691
Bargaining Unit: 004 **Current Salary: $14.37 - $16.73 (Salary Range: N/A)**

RECOMMENDED ACTION

Classification Title: Cartographer
Ordinance Title: Cartographer
Legislation Required: Yes
Rec. Bargaining Unit: 004 **Recommended Salary: $17.99 - $20.91 (Salary Range: N/A)**
Remarks: ***See next page for pertinent allocation information.***

INCUMBENT STATUS

Incumbent:
Current Standing: Engineering Aide
Recommended Standing: Cartographer
In recomm. standing, incumbent status is: ***Trial Service Period per applicable Union Agreement***

Regular;	Probationary;	Temporary.
[ ] 2.3.100;	[ ] 2.3.200;	[ ] 2.3.300.

Remarks: See next page for pertinent allocation information.

Recommended:	Team 2	Classification Analyst(s)
Approved:	John Pearson	Classification Supervisor
	Lidia Santiesteban	Classification/Compensation Director
	Sarah Welch	Personnel Director

Position Identification and Source of Request:

This position was reviewed as a result of a request from Department management. Position No. 015691 is located in the Geographic Systems unit which provides GIS products and services to a wide range of City, Public, and other outside governmental agency customers. Geographic Systems is also responsible for the maintenance and administration of the City's Central Geographic Data Base.

This request for review is based on the Department's claim that the subject position has assumed additional roles and responsibilities which have become a regular part of the position's work; and that the work compares to that of other positions allocated to the Cartographer title.

Position History:

See individual position record card included in the file for detailed historical data concerning the position.

Scope of Review:

This review consisted of an analysis and evaluation of the subject position by a team of Classification Analysts (Gail Thompson, Irene Ogunyemi and Barbara Martin) which consisted of the following:

- the Position Description Questionnaire (PDQ) dated September 8, 1995;
- comparisons to the class specifications for Engineering Aide and Cartographer;
- comparisons to similarly comparable positions;
- review of the organizational structure affecting the subject position;
- the position history card and position file.

Summary of Work:

As described in the PDQ, the essential purpose of the position is to provide research, maintenance and mapping functions critical to the Geographic Systems (GIS) Work Plan relative to the Central Geographic Data Base (CGDB). Specifically, the duties include:

- Making revisions to the CGDB database including corrections, updates and enhancements;
- Developing new programs and tools to support CGDB operations and maintenance, as well as, ad hoc data analysis requests;

- Developing technical and user support documentation relating to the use of CGDB database, as well as, Arc/INFO software, Sun Microsystems computer hardware and the UNIX operating system;
  Assisting in database management tasks in the areas of data security, database design issues, filling data requests and other database related tasks;
- Creating custom maps for a wide variety of public and private customers utilizing the CGDB and other digital data;
- Coordinating with and assisting GIS Systems Analysts in the design and implementation of database enhancements; and,
- Providing assistance to system users on existing AML Programs.

Analysis:

The class specifications for Engineering Aide and Cartographer were reviewed and compared to the duties and responsibilities of the subject position for purposes of determining the appropriate classification.

The class specification for Engineering Aide describes positions that perform engineering support tasks within an engineering office, field operation, or laboratory such as drafting, performing computations, surveying traffic and maintaining and updating engineering records. Specific duties may include: elementary drafting using Computer-Aided Drafting equipment (CAD); researching and interpreting engineering documents; calculating costs; managing and compiling data for reports; and providing engineering information to the public. Positions allocated to this title are required to utilize drafting instruments and materials to perform elementary drafting, operate computers to store and retrieve engineering data and prepare reports, and install and operate traffic survey equipment.

The class specification for Cartographer describes positions that draft, revise and correct various maps, such as street maps, sewer maps, zoning, quarter section maps; and interpret survey field notes for use in mapping functions. Specific duties may include: preparing various mapped charts required for City functions such as zoning, street layout, and utility planning; mapping activities involving drafting, producing maps on computer, restoring and maintaining maps; responding to inquiries regarding cartographic drafting techniques, materials, mapping procedures and interpretations; and researching and interpreting legal descriptions and boundaries in order to update existing maps. Positions allocated to this title are required to interpret legal descriptions of property and transcribe field notes; and use computerized and other equipment to perform mapping activities.

Conclusion:

In summary, the subject position performs programming and maintenance functions in support of the Central Geographic Data Base (CGDB); creates custom maps using the CGDB and other digital data; and performs database management tasks. We, therefore, conclude that these duties are reflected in the class specification for Cartographer rather than the position's current title of Engineering Aide.

Recommendation:

Based on evaluation of the duties and responsibilities of Position No. 015691, it is recommended this position be reclassified to Cartographer. This action should be effective September 8, 1995, to coincide with the date of the PDQ.

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: March 4, 1997 | Report No. 96-838

POSITION IDENTIFICATION

Department: Seattle Public Utilities/Engineering
Classification Title: Cartographer
Ordinance Title: Cartographer
Position Number: 020911
Bargaining Unit: 004 **Current Salary: $17.99 - $20.91 (Salary Range: N/A)**

RECOMMENDED ACTION

Classification Title: Cartographer, Senior
Ordinance Title: Cartographer, Senior
Legislation Required: Yes
Rec. Bargaining Unit: 004 **Recommended Salary: $19.45 - $22.71 (Salary Range: N/A)**
Remarks: ***See next page for pertinent allocation information.***

INCUMBENT STATUS

Incumbent:
Current Standing: Cartographer
Recommended Standing: Cartographer, Senior
In recomm. standing, incumbent status is: ***Trial Service Period per applicable Union Agreement***

Regular;	Probationary;	Temporary.
[ ] 2.3.100;	[ ] 2.3.200;	[ ] 2.3.300.

Remarks: See next page for pertinent allocation information.

Recommended:	Team 2 BMK I.D.	Classification Analyst(s)
Approved:	John Pearson	Classification Supervisor
	Lidia Santiesteban	Classification/Compensation Director
	Sarah Welch	Personnel Director

Position Identification and Source of Request:
This position was reviewed as a result of a request from Department management. Position No. 020911 is located in the Geographic Systems unit which provides GIS products and services to a wide range of City, Public, and other outside governmental agency customers. Geographic Systems is also responsible for the maintenance and administration of the City's Central Geographic Data Base (CGDB).

This request for review is based on the Department's claim that the subject position has assumed additional roles and responsibilities due to the greatly expanding role of the City's CGDB.

Position History:
See individual position record card included in the file for detailed historical data concerning the position.

Scope of Review:
This review consisted of an analysis and evaluation of the subject position by a team of Classification Analysts (Gail Thompson, Irene Ogunyemi and Barbara Martin) which consisted of the following:

- the Position Description Questionnaire (PDQ) dated September 8, 1995;
- comparisons to the class specifications in the Cartographer series;
- comparisons to similarly comparable positions;
- review of the organizational structure affecting the subject position;
- the position history card and position file.

Summary of Work:
As described in the PDQ, the essential purpose of the position is to provide research, maintenance and mapping functions to reflect accurate information critical to the CGDB. Specifically, the work includes:

- Coordinating and directing the work of subordinates and other staff in CGDB maintenance activities (i.e., preparation, research, updating, correcting, revising and filing and storage of all types of City maps and records); and providing technical and procedural assistance to the Vault staff regarding the Vault Plan Index (VPI) Application.
- Handling the more difficult mapping assignments; providing support to subordinates and co-workers in the use and administration of Arc Info which includes technical and procedural training.
- Creating, improving and expanding automated tools, procedures and interfaces using Arc Macro Language (AML) to increase overall efficiency, quality, and production output of the CGDB group; troubleshooting on existing AML programs when necessary.

- Responding to requests from various City Departments for data analysis, technical support, map information and detailed custom maps; providing custom maps and data products for the general public including engineers, architects and contractors.

NOTE: For a more complete and detailed listing of the subject position's duties and responsibilities, see the Position Description Questionnaire (PDQ), dated 9/18/95 and submitted for purposes of this review.

Analysis:
Our initial review of the subject PDQ led us to conclude that the position's body of work is reflected within the Cartographer class series which consists of two levels. The class specification for Cartographer describes positions that draft, revise and correct various maps, such as street maps, sewer maps, zoning, quarter section maps; and interpret survey field notes for use in mapping functions. Whereas, the class specification for Senior Cartographer describes positions that direct the activities of subordinates involved in producing, updating, and restoring departmental maps and in performing record storage activities.

Based upon the above analysis, it is clear that the subject position's duties more closely resembles the duties described in the Senior Cartographer class specification. Subsequently, we compared the position's work to that of other Senior Cartographer positions within the Department and throughout the City, and found them to be similar in scope and complexity.

Recommendation:
Based on evaluation of the duties and responsibilities of Position No. 020911, it is recommended this position be reclassified to Cartographer, Senior. This action should be effective September 18, 1995, to coincide with the date of the PDQ.

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: 11/15/96 **Report No.96 -** 1044

POSITION IDENTIFICATION

Department: Seattle Public Utilities 2N67

Classification Title: EXEMPT

Ordinance Title: Drainage/Wstwtr Util Dir-Asst

Position Number: 008475

Bargaining Unit: 030 **Current Salary:** Range 43.5A

RECOMMENDED ACTION

Classification Title: EXEMPT

Ordinance Title: Director V

Legislation Required: Yes **Recommended Salary:** Range: 42.0A

Remarks **See next page for pertinent allocation information**

INCUMBENT STATUS

Incumbent:

Current Standing: EXEMPT

Recommended Standing: EXEMPT

In recommended standing, incumbent status is:NA

Regular;	Probationary:	Temporary.
[ ] 2.3100;	[ ] 2.3.200;	[ ] 2.3.300.

Remarks:

Recommended: Steven Aspiras SA Senior Classification Analyst

Approved: John Pearson JP Classification Supervisor

Lidia Santiesteban LS Classification/Compensation Director

Sarah Welch for Personnel Director

SOURCE OF REQUEST/POSITION IDENTIFICATION

The reclass of Drainage/Wastewater Utility Director-Assistant is the result of the SED/SWD consolidation. The new Seattle Rublic Utilities (SPU) initially requested the reclass of a vacant Manager X position to Director V via the 1997/98 Budget. However, the Budget request was deleted when management decided to abrogate the Manager X position.

This routine reclass of the Drainage/Wastewater Utitlity Director-Assistant has been generated to allow SPU to have a Director over each of the Design Divisions in order to carry out and develop City policies & procedures for inter-departmental services. This Director will report to a Branch Executive and direct the activities of the Sewer and Drainage Design Division in the performance of all sewer and drainage related designs necessary to carry out the Department's Capital Improvement Program. The position will be a member of SPU's leadership team that determines policy and direction for SPU's efficient operation, assures the quality of the project designs and is responsible for client/customer satisfaction.

POSITION HISTORY

See individual position record cards included in the file for detailed historical data concerning the position.

SCOPE OF REVIEW

A Class/Comp team reviewed the duties of the subject position and made a recommendation to the Management Compensation Review Committee (MCRC). The team reviewed the following:

- Job Summary Questionnaire (JSQ)
- Organizational work chart
- Position history card
- Local 17 Memorandum of Agreement (MOA)
- the MCRC Job Grouping (sorted by department and top step of ranges).

STATEMENT OF DUTIES

The essential purpose of this position is to direct the activities of the Sewer and Drainage Design Division of the Engineering Services Branch of the Seattle Public Utilities Department. The position oversees the performance of all sewer and drainage related design necessary to carry out the Department's Capital Improvement Program. This position's objective is to provide effective sewer and drainage facilities that serve community needs, provide a healthy environment and improve habitat and water quality. The personnel of this division perform the design function under a consultant/client relationship with public and private agencies.

NOTE: For a more complete listing of the subject position's responsibilities, see the Job Summary Questionnaire (JSQ), dated 10/1/96 submitted for the purposes of this review.

ANALYSIS

The Class/Comp review team considered the request of SPU management to have all the Design Divisions headed by Directors in order to carry out and develop City policies & procedures for interdepartmental services. This position is seen as comparable to the Transportation Design Director, Water Engineering Director and Engineering Support Director, all which were approved by MCRC at the Director V level.

The review team also considered Section III-2 of the Classification Study Memorandum of Agreement (MOA) with Local 17. Civil Engineer Supervisors report to the subject position and the union concurred on the MOA with the City's proposed salary range of 40.0A. For purposes of this recommendation, as well as the other comparable Director Vs, the requested Director V (42.0A) level establishes an appropriate two-range differential between Directors and their highest paid subordinates.

RECOMMENDATION

Director V and corresponding salary range of 42.0A as approved by the MCRC.

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: March 4, 1997 **Report No. 95-606**

POSITION IDENTIFICATION

Department: Seattle Transportation Department (ENG)
Classification Title: Civil Engineer, Associate
Ordinance Title: Civil Engineer, Associate
Position Number: 023258
Bargaining Unit: 034 **Current Salary: $22.26 - $25.97** (Salary Range: N/A)

RECOMMENDED ACTION

Classification Title: Civil Engineer, Senior

Ordinance Title: Civil Engineer, Senior

Legislation Required: Yes

Rec. Bargaining Unit: 032 **Recommended Salary: $25.00 - $29.10** (Salary Range: N/A)

Remarks: ***See next page for pertinent allocation information.***

INCUMBENT STATUS

Incumbent:

Current Standing: Civil Engineer, Associate

Recommended Standing: Civil Engineer, Senior

In recomm. standing, incumbent status is: ***Trial Service Period per applicable Union Agreement***

Regular;	**Probationary;**	**Temporary.**
[ ] 2.3.100;	[ ] 2.3.200;	[ ] 2.3.300.

Remarks: ***See next page for pertinent allocation information.***

Recommended	Team 2 BM JK J.O.	Classification Analyst(s)
Approved:	John Pearson	Classification Supervisor
	Lidia Santiesteban LS	Classification/Compensation Director
	Sarah Welch SW PBG	Personnel Director

Position Identification and Source of Request:

This position was reviewed as a result of a request from Department management. Position No. 023258 is located in the Traffic Operations Section which is responsible for responding to requests for various types of traffic control signs and markings; and installing and maintaining traffic control devices.

This request for review is based on the Department's claim that the subject position is performing the level and complexity of work normally associated with positions allocated to the title of Senior Civil Engineer which is due to a redistribution of workload in the Unit and increased responsibilities which have become a regular part of the subject position's work.

Position History:

See individual position record card included in the file for detailed historical data concerning the position.

Scope of Review

This review consisted of an analysis and evaluation of the subject position by a team of Classification Analysts (Gail Thompson, Irene Ogunyemi and Barbara Martin) which consisted of the following:

- the Position Description Questionnaire (PDQ) dated 9/5/97;
- comparisons to the class specifications within the Civil Engineer series;
- comparisons to similarly comparable positions;
- review of the organizational structure affecting the subject position;
- and, the position history card and position file

Summary of Work

The purpose of this position is to manage all activities required to maintain and operate Seattle's traffic signals and provide technical expertise in the development and maintenance of the existing and new traffic signal systems. The work includes supervising engineering staff including Civil Engineering Specialist and Engineering Aide positions.

NOTE: *For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaire (PDQ), dated and submitted for purposes of this review.*

Analysis:
Positions allocated to titles in the Civil Engineering class series perform civil engineering work in the planning, design, construction, operation and maintenance of municipal public works, utilities and services projects. Senior Civil Engineer positions, however, are distinguished from positions classified as Associate Civil Engineer by the performance of supervising and/or serving as project manager on complex, visible and/or high priority projects or programs.

Recommendation:

The result of this review concludes that the work performed by the subject position compares to the class specification for Senior Civil Engineer; and to the work performed by positions allocated to that title.

Therefore, based upon our review of the information submitted by the Department, the class specifications for Civil Engineer at the associate and senior levels, the organizational structure affecting the subject position and comparisons to similar positions within the Department and throughout the City, we recommend reclassification of subject position from Civil Engineer, Associate to Civil Engineer, Senior. This action should become effective September 5, 1995 which coincides with the date of the PDQ and when management claims the subject position was performing the full range of duties of the higher level.

CITY OF SEATTLE
PERSONNEL
DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: 1/24/97 **Report No.:** 971018

POSITION IDENTIFICATION

Department: Executive Services

Classification Title: Senior Remittance Processing Technician

Ordinance Title: Senior Remittance Processing Technician

Position Number: 010723

Bargaining Unit: 030 **Current Salary:** $ 13.73- $15.36 **(Range** 22.0B)

RECOMMENDED ACTION

Classification Title: Accounting Technician III

Ordinance Title: Accounting Technician III

Bargaining Unit: 030

Legislation Required: Yes **Recommended Salary:** $15.36-$17.22**(Range** 25.0B)

Remarks See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:

Current Standing: Senior Remittance Processing Technician

Recommended Standing: Accounting Technician III

In recommended standing, incumbent status is:

[X] **Regular** [ ] **Probationary** [ ] **Temporary** (exam required)

Authority: Personnel Rule

[ ] **2.3.100** [X] **2.3.200** [ ] **2.3.300**

Remarks:

Recommended: Team 1 Classification/Compensation Analyst

Approved: Edie Jorgensen Classification/Compensation Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

This review was conducted by a team of Classification/Compensation Analysts consisting of SharonLee Nicholson, Jimmy Woo, and Curt Funk. The report was prepared by Jimmy Woo.

Source of Request/Position Identification:

This position was reviewed as a result of a request from management in the former Finance Department. This position is located in the Treasury Division's Remittance Processing Unit which is responsible for serving as the City's lockbox by processing payments sent to City post office boxes for City departments according to each department's specification; recording and depositing checks; and preparing payment data files for uploading to each departments' computer systems. The department believes this position exercises lead responsbilities for personnel and functions, as opposed to the senior techncian tasks of its counterpart within the unit, and is seeking a Lead Computer Operator classification for this position.

Position History:

A complete history of this position may be found in the Personnel Records Unit.

Scope of Review:

Review of this position consisted of the following:

- Position Description Questionnaire (PDQ) submitted for this review;
- Class Specification Nos. 4101005 Lead Computer Operator, 4000005 Accounting Technician III and 4102505 Senior Remittance Processing Technician;
- Position file contents;
- Meetings with the Acting Treasury Director and Remittance Processing Supervisor
- Job audit with the position incumbent; and
- Corroboration among a team of Classification Analysts

Summary of Work

The primary purpose of this position is to coordinate the flow of work within the Remittance Processing Unit to ensure production schedules are met and that appropriate resources are allocated for maximum efficiency. The position controls, verifies and balances the unit's output, prepares management reports, and acts as unit supervisor during absences.

NOTE: *For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaire (PDQ) submitted for this review and included in the position file.*

Analysis:

A summary of the comparative Lead Computer Operator, Senior Remittance Processing Technician and Accounting Technician III classifications follows:

Lead Computer Operator: Positions in this class, under general supervision, serve as a lead over staff in the operation of large scale, multi-programmed computer systems and peripheral equipment to ensure that the daily processing of application programs is performed within established timeframes and in accordance with procedures. Postions participate in monitoring of production jobs, responding to program failures; setting job run priorities and diagnosing and resolving the more difficult program failures or system difficulties.

Senior Remittance Processing Technician: Positions in this class, under general supervision, operate a mini-computer and electronic data processing equipment to process utility meter cards used to initiate customer billings; analyze and clear suspended payment batches; and generate daily tapes for mainframe computer systems.

Accounting Technician III: Serves as lead worker over Accounting Technician positions engaged in the maintenance and preparation of accounting records and files and performs all accounting records maintenance operations and procedures pertaining to a complex set of accounts or accounting records.

The usage and application of the Lead Computer Operator class specification was intended for a central mainframe operating environment dedicated strictly to the processing of application programs for the entire City. This operating environment entails the operator to lead subordinate Computer Operators in a 24 hour/day shift operation.

The subject Senior Remittance Processing Technician works within the Remittance Processing Unit to process customer payments for City departments via the daily preparation of large volume bank deposits, balancing bank deposits with customer payment records, preparing corresponding entries for cash receipting system, and responding to customer inquiries regarding payments. The work and mission of the unit, including its mini computer environment, non-operator classifications and standard work day, precludes the Lead Computer Operator for consideration.

The other Senior Remittance Processing Technician position within the Remittance Processing Unit performs the more difficult and complex remittance processing tasks and oversees the work of a small group of technicians within the processing room. The subject position, however, serves as the unit lead over the personnel and functions of the entire processing unit (including the aforementioned senior) by coordinating and scheduling work flow, troubleshooting problems, trainining new and current staff and substituting for the Remittance Processing Supervisor as required.

The work of the Remittance Processing Unit and its personnel are closely allied with the Accounting Technician series. Financial data is processed, balanced and reported requiring the subject position to function in a capacity analogous to an Accounting Technician III, i.e., serve as leadworker over subordinates to coordinate assignments, resolve problems, monitor work, provide work instruction, ensure proper work methods, perform the more complex duties, and research and resolve difficult inquiries.

Recommendation:

Based on the above, the review team recommends this position be reclassified to Accounting Technician III effective 10/29/96, which represents the date the appointing authority approved the position description questionnaire.

CITY OF SEATTLE
PERSONNEL
DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: 1/24/97 **Report No.:** 971018

POSITION IDENTIFICATION

Department: Executive Services

Classification Title: Senior Remittance Processing Technician

Ordinance Title: Senior Remittance Processing Technician

Position Number: 010723

Bargaining Unit: 030 **Current Salary:** $ 13.73- $15.36 **(Range** 22.0B)

RECOMMENDED ACTION

Classification Title: Accounting Technician III

Ordinance Title: Accounting Technician III

Bargaining Unit: 030

Legislation Required: Yes **Recommended Salary:** $14.97- $16.78 **(Range** 25.0B)

Remarks See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:

Current Standing: Senior Remittance Processing Technician

Recommended Standing: Accounting Technician III

In recommended standing, incumbent status is:

[X] **Regular** [ ] **Probationary** [ ] **Temporary** (exam required)

Authority: Personnel Rule

[ ] **2.3.100** [X] **2.3.200** [ ] **2.3.300**

Remarks:

Recommended: Team 1 Classification/Compensation Analyst

Approved: Edie Jorgensen Classification/Compensation Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

This review was conducted by a team of Classification/Compensation Analysts consisting of SharonLee Nicholson, Jimmy Woo, and Curt Funk. The report was prepared by Jimmy Woo.

Source of Request/Position Identification:

This position was reviewed as a result of a request from management in the former Finance Department. This position is located in the Treasury Division's Remittance Processing Unit which is responsible for serving as the City's lockbox by processing payments sent to City post office boxes for City departments according to each department's specification; recording and depositing checks; and preparing payment data files for uploading to each departments' computer systems. The department believes this position exercises lead responsbilities for personnel and functions, as opposed to the senior techncian tasks of its counterpart within the unit, and is seeking a Lead Computer Operator classification for this position.

Position History:

A complete history of this position may be found in the Personnel Records Unit.

Scope of Review:

Review of this position consisted of the following:

- Position Description Questionnaire (PDQ) submitted for this review;
- Class Specification Nos. 4101005 Lead Computer Operator, 4000005 Accounting Technician III and 4102505 Senior Remittance Processing Technician;
- Position file contents;
- Meetings with the Acting Treasury Director and Remittance Processing Supervisor
- Job audit with the position incumbent; and
- Corroboration among a team of Classification Analysts

Summary of Work

The primary purpose of this position is to coordinate the flow of work within the Remittance Processing Unit to ensure production schedules are met and that appropriate resources are allocated for maximum efficiency. The position controls, verifies and balances the unit's output, prepares management reports, and acts as unit supervisor during absences.

NOTE: *For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaire (PDQ) submitted for this review and included in the position file.*

Analysis:

A summary of the comparative Lead Computer Operator, Senior Remittance Processing Technician and Accounting Technician III classifications follows:

Lead Computer Operator: Positions in this class, under general supervision, serve as a lead over staff in the operation of large scale, multi-programmed computer systems and peripheral equipment to ensure that the daily processing of application programs is performed within established timeframes and in accordance with procedures. Postions participate in monitoring of production jobs, responding to program failures; setting job run priorities and diagnosing and resolving the more difficult program failures or system difficulties.

Senior Remittance Processing Technician: Positions in this class, under general supervision, operate a mini-computer and electronic data processing equipment to process utility meter cards used to initiate customer billings; analyze and clear suspended payment batches; and generate daily tapes for mainframe computer systems.

Accounting Technician III: Serves as lead worker over Accounting Technician positions engaged in the maintenance and preparation of accounting records and files and performs all accounting records maintenance operations and procedures pertaining to a complex set of accounts or accounting records.

The usage and application of the Lead Computer Operator class specification was intended for a central mainframe operating environment dedicated strictly to the processing of application programs for the entire City. This operating environment entails the operator to lead subordinate Computer Operators in a 24 hour/day shift operation.

The subject Senior Remittance Processing Technician works within the Remittance Processing Unit to process customer payments for City departments via the daily preparation of large volume bank deposits, balancing bank deposits with customer payment records, preparing corresponding entries for cash receipting system, and responding to customer inquiries regarding payments. The work and mission of the unit, including its mini computer environment, non-operator classifications and standard work day, precludes the Lead Computer Operator for consideration.

The other Senior Remittance Processing Technician position within the Remittance Processing Unit performs the more difficult and complex remittance processing tasks and oversees the work of a small group of technicians within the processing room. The subject position, however, serves as the unit lead over the personnel and functions of the entire processing unit (including the aforementioned senior) by coordinating and scheduling work flow, troubleshooting problems, trainining new and current staff and substituting for the Remittance Processing Supervisor as required.

The work of the Remittance Processing Unit and its personnel are closely allied with the Accounting Technician series. Financial data is processed, balanced and reported requiring the subject position to function in a capacity analogous to an Accounting Technician III, i.e., serve as leadworker over subordinates to coordinate assignments, resolve problems, monitor work, provide work instruction, ensure proper work methods, perform the more complex duties, and research and resolve difficult inquiries.

Recommendation:

Based on the above, the review team recommends this position be reclassified to Accounting Technician III effective 10/29/96, which represents the date the appointing authority approved the position description questionnaire.

CITY OF SEATTLE
EXECUTIVE SERVICES DEPARTMENT
PERSONNEL DIVISION

CLASSIFICATION DETERMINATION REPORT

Date: 2/27/97 **Report No.:** 971136

POSITION IDENTIFICATION

Department: Executive Services

Classification Title: Unclassified

Ordinance Title: Data Assistant

Position Number: 024660

Bargaining Unit: 030 **Current Salary:** $14.77 -$15.94 **(Range** 23.0C)

RECOMMENDED ACTION

Classification Title: Senior Systems Analyst

Ordinance Title: Senior Systems Analyst

Bargaining Unit: 030 **Recommended Salary:** $23.78- $27.73

Legislation Required: Yes **(Range** 37.5A)

Remarks See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:

Current Standing: Data Assistant

Recommended Standing: Senior Systems Analyst

In recommended standing, incumbent status is:

[X] **Regular** [ ] **Probationary** [ ] **Temporary** (exam required)

Authority: Personnel Rule

[ ] **2.3.100** [X] **2.3.200** [ ] **2.3.300**

Remarks:

Recommended: Team 1 Classification/Compensation Analyst

Approved: Edie Jorgensen Classification/Compensation Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

This review was conducted by a team of Classification/Compensation Analysts consisting of Sharon Lee Nicholson, Jimmy Woo, and Curt Funk. The report was prepared by Jimmy Woo.

Source of Request/Position Identification:

This position was reviewed as a result of a request from the former Finance Department management. They are requesting this position be reclassified to a Senior Systems Analyst. This position was located within the former Finance Department's Information Services Division which was responsible for providing information systems support to the department's business units. As a result of the 1997 departmental consolidation, it currently resides in the Executive Services Department's Information Technology Division's Applications Section.

Position History:

A complete history of this position may be found in the Personnel Records Unit.

Scope of Review:

Review of this position consisted of analysis of the following:

- Position Description Questionnaire (PDQ) submitted for this review;
- Class Specification Nos. 2100004 Systems Analyst and 2100005 Senior Systems Analyst;
- Position file contents;
- Job audit with position incumbent on 2/24/97;
- Meeting with immediate supervisor- Data Processing Systems Manager; and
- Corroboration among a team of Classification Analysts

Summary of Work

The primary purpose of this position is to independently serve as a project manager over systems development, production and maintenance; coordinate the development team; perform planning and design; develop and analyze system processes, data analysis and business processes to address current system requirements and needs; write project module specifications and requirements; and diagnose and solve systems problems.

NOTE: *For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaire (PDQ) submitted for this review and included in the position file.*

Analysis:

As a Data Assistant, this position was responsible for performing tasks associated with the maintenance, monitoring, input and update of database programs used in the

administration of the City's Parking and Business Area and Local Improvement District programs. These tasks entailed data access, integration and reporting for end users. (*Note: Position incumbent has been working out of class in a Management Systems Analyst pocket since February, 1996. The MSA pocket was abrogated 12/31/96.*)

Based upon the duties and responsibilities outlined in the PDQ submitted for this review, the primary function of this position has evolved from one of maintaining and monitoring automated systems to support department programs and providing and coordinating data, into an analytic role responsible for systems development, production and maintenance whereby its core purpose is correspondent with the Systems Analyst class series.

The subject position is exclusively responsible for providing project leadership and management over four Finance systems (Business Improvement Area, Delinquent Collection System, Transit Pass, and Business & Occupation Tax). In this capacity, the position performs planning, design, development and analysis of business and systems processes and data, in order to meet current systems requirements and needs; writes project modules, specifications and requirements; diagnoses systems problems and failures; and proposes solutions.

Differentiating the two classification levels for the Systems Analyst series being considered for this review are that positions allocated to the Systems Analyst classification perform the full range of system design, development, implementation and maintenance activities related to data processing systems; and provide technical advice and support to users in the proper use of hardware and/or software. Positions allocated to the Senior Systems Analyst classification plan, develop, coordinate and analyze data processing systems to determine feasibility and practicality of requested services; diagnose system failures to isolate the source of problem between equipment, system software and application programs; and may coordinate and/or serve as lead to subordinate staff. Unlike the journey level analyst, the senior level performs the more complex or technical projects and may serve as project lead.

The subject position reports directly to the Data Processing Systems Manager working under general supervision to independently support assigned systems from inception through completion and maintenance phases. As a project lead, this position develops and monitors project budgets, work plans, estimates, requirements and specifications, as well as makes decisions and recommendations. In addition to these functions, which are typical at the senior analyst level, the subject position also performs a senior level responsibility by serving as data base administrator for its SQL environment. The subject position's independence of action in exercising its responsibility over project management and data base administration qualifies it within the senior analyst level.

Recommendation:

Based on the above, the review team recommends this position be reclassified to Senior Systems Analyst effective December 5, 1996, the date the PDQ was signed.

CITY OF SEATTLE
EXECUTIVE SERVICES DEPARTMENT
PERSONNEL DIVISION

CLASSIFICATION DETERMINATION REPORT

Date: 2/27/97 **Report No.:** 971137

POSITION IDENTIFICATION

Department: Executive Services

Classification Title: Data Processing Systems Analyst

Ordinance Title: Data Processing Systems Analyst

Position Number: 015704 **Current Salary:** $20.19 -$23.59

Bargaining Unit: 034

RECOMMENDED ACTION

Classification Title: Senior Systems Analyst

Ordinance Title: Senior Systems Analyst

Bargaining Unit: 030 **Recommended Salary:** $23.78- $27.73

Legislation Required: Yes **(Range** 37.5A)

Remarks See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:

Current Standing: Data Processing Systems Analyst

Recommended Standing: Senior Systems Analyst

In recommended standing, incumbent status is:

[X] **Regular** [ ] **Probationary** [ ] **Temporary** (exam required)

Authority: Personnel Rule

[ ] **2.3.100** [ ] **2.3.200** [ ] **2.3.300**

Remarks: Per Article 9.7B of Local 17 contract with City of Seattle

Recommended: Team 1 Classification/Compensation Analyst

Approved: Edie Jorgensen Classification/Compensation Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

This review was conducted by a team of Classification/Compensation Analysts consisting of Sharon Lee Nicholson, Jimmy Woo, and Curt Funk. The report was prepared by Jimmy Woo.

Source of Request/Position Identification:

This position was reviewed as a result of a request from the former Finance Department management. They are requesting this position be reclassified to a Senior Systems Analyst. This position was located within the former Finance Department's Information Services Division which was responsible for providing information systems support to the department's business units. As a result of the 1997 departmental consolidation, it currently resides in the Executive Services Department's Information Technology Division's Applications Section.

Position History:

A complete history of this position may be found in the Personnel Records Unit.

Scope of Review:

Review of this position consisted of analysis of the following:

- Position Description Questionnaire (PDQ) submitted for this review;
- Class Specification Nos.; 2100004 Systems Analyst and 2100005 Senior Systems Analyst;
- Position file contents;
- Job Audit with position incumbent on 2/21/97;
- Meeting with the immediate supervisor- Data Processing Systems Manager; and
- Corroboration among a team of Classification Analysts

Summary of Work

The primary purpose of this position is to independently provide project management, systems analysis, systems development, implementation and maintenance support for the Animal Control, Revenue & Consumer Affairs Section of the Executive Services Department's Finance Division.

NOTE: *For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaire (PDQ) submitted for this review and included in the position file.*

Analysis:

The subject position is responsible for providing project leadership and management for the Computerized Animal Tracking System (CATS). In this capacity, the position applies project management techniques by identifying the business processes and relationship of each business function; developing a schedule plan to track the different

cycles of the project; documenting the requirements; developing a data model using ERWIN 2.5 data model tool; managing code development; and developing test plan and ensuring performance of testing.

In addition to project management for the CATS system, the subject position performs database management for the CATS, Seattle License Information Management System and Cash Receipting System by ensuring the SQL server is running with optimal performance, the server has the correct amount of memory set with proper configuration parameter; the error log is monitored for database errors; databases have routine maintenance performed; ensure proper utilization of storage; and establish standards and schedules for database backups and recovery procedures.

Differentiating the two classification levels for the Systems Analyst series being considered for this review are that positions allocated to the Systems Analyst classification perform the full range of system design, development, implementation and maintenance activities related to data processing systems; and provide technical advice and support to users in the proper use of hardware and/or software. Positions allocated to the Senior Systems Analyst classification plan, develop, coordinate and analyze data processing systems to determine feasibility and practicality of requested services; diagnose system failures to isolate the source of problem between equipment, system software and application programs; and may coordinate and/or serve as lead to subordinate staff. Unlike the journey level analyst, the senior level performs the more complex or technical projects and may serve as project lead.

The subject position reports directly to the Data Processing Systems Manager working under general supervision to independently support assigned systems from inception through completion and maintenance phases. As a project lead, this position develops and monitors project budgets, work plans, estimates, requirements and specifications, as well as makes decisions and recommendations. In addition to these functions, which are typical at the senior analyst level, the subject position also performs a senior level responsibility by serving as data base administrator for its SQL environment. The subject position's independence of action in exercising its responsibility over project management and data base administration qualifies it within the senior analyst level.

Recommendation:

Based on the above, the review team recommends this position be reclassified to Senior Systems Analyst effective December 5, 1996, the date the PDQ was signed.

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: March 7. 1997 **Report No.:** 1147-97

POSITION IDENTIFICATION

Department: Executive Services

Classification Title: Senior Executive Assistant

Ordinance Title: Senior Executive Assistant

Position Number: 020710

Bargaining Unit: 030 **Current Salary:** (Range: 38.5A)

RECOMMENDED ACTION

Classification Title: Exempt from the classified service

Ordinance Title: Assistant to the Superintendent

Legislation Required: Yes

Bargaining Unit: 030 **Recommended Salary:** $ 23.78-29.87 (Range:N/A)

Remarks **See next page for pertinent allocation information**

INCUMBENT STATUS

Incumbent:

Current Standing: Senior Executive Assistant

Recommended Standing: Exempt

In recommended standing, incumbent status is: Exempt

Regular;	Probationary:	Temporary.
[ ] 2.3100;	[ ] 2.3.200;	[ ] 2.3.300.

Remarks:

Recommended: _____ Classification Analyst(s)

Approved: John Pearson _____ Classification Supervisor

Lidia Santiesteban _____ Classification/Compensation Director

Sarah Welch _____ Personnel Director

This position was reviewed as a result of a request from department management. Position No. 020710 is located in the Director's Office of the Executive Services Department.

Scope of Review:

This review consisted of an analysis and evaluation of the subject position by a Classification Supervisor and consisted of the following:

- the Position Description Questionnaire (PDQ)
- comparisons of the class specification for Senior Executive Assistant as well as PDQs for exempt positions with the title Special Assistant to the Superintendent.
- additional information submitted by the incumbent and immediate supervisor reflecting the position's duties and responsibilities
- comparison to similar positions
- review of the organization unit affecting the subject position
- position history records and related classification files.

Background:

According to departmental management, this position has been impacted by the creation of the new Executive Services Department. In 1997 the position served as a Senior Executive Assistant to the Director of the Administrative Services Department. The position now performs the same function for the Executive Services Department which consists of the former Administrative Services. Finance and Personnel Departments.

Summary of Work

The essential purpose of this position is to provide a complete range of professional administrative support services to the Director of the newly created Executive Services Department.

NOTE: *For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaire (PDQ), dated and submitted for purposes of this review.*

Analysis:

The scope of work for this position has been greatly impacted by the Mayor's 1997 reorganization in which the former separate departments of Administrative Services, Personnel and Finance were merged into a new Department called the Department of Executive Services. The new department is over 60% larger than the former DAS with 850 employees as opposed to approximately 500. The new

department's budget of $115 million exceeds DAS's $80 million budget by 45%. In addition to continuing to work on issues related to the former Department of Administrative Services, this position is now responsible for issues connected to the formerly separate departments of Finance and Personnel.

The primary distinction between the titles Senior Executive Assistant and Assistant to the Superintendent lies in the size of the organization which positions with these titles service. Senior Executive Assistants serve mid sized departments; Assistants to the Superintendent serve the largest City Departments. At 850 employees, the new Department of Executive Services is now among the largest City departments and should therefore be serviced by an Assistant to the Superintendent rather than a Senior Executive Assistant.

Recommendation:

Given the greatly expanded scope of responsibilities for this position we recommend that the position be retitled to the exempt title of Assistant to the Superintendent effective January 1, 1997 to coincide with the creation of the Department of Executive Services.

CITY OF SEATTLE
Personnel Department

CLASSIFICATION DETERMINATION REPORT

Date: **January 28, 1997**

Report No.: **97-11351**

POSITION IDENTIFICATION

Department: Executive Services Department

Classification Title: Warehouse and Fueling Manager
Ordinance Title: Manager I

Position Number: 011285

Bargaining Unit: 030 Current Salary: $22.30 - $26.04 (**1996 Rate**) Range - 36.5A

RECOMMENDED ACTION

Classification Title: Management Systems Analyst, Senior

Ordinance Title: Management Systems Analyst, Senior

Legislation Required: Yes Recommended Salary: $23.18 - $27.03 (**1996 Rate**) Range - 37.5A

Recommended Bargaining Unit: 030

Remarks: *(See next page for pertinent allocation information.)*

INCUMBENT STATUS

Incumbent: Vacant

Current Standing: **NA**

Recommended Standing: **NA**

In recommended standing, incumbent status is: **NA**

( ) Regular ( ) Probationary ( ) Temporary (Exam Required)

Authority: Personnel Rule -

( ) 2.3.100 ( ) 2.3.200 ( ) 2.3.300

Remarks:

APPROVED:

Carla H. Coward chc Sr. Classification Analyst

Lidia Santiesteban Classification Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

SOURCE OF REQUEST/POSITION IDENTIFICATION

This position was reviewed as a result of a reclassification request submitted by the Department of Executive Services, Administrative Services Division (DAS), due to the scope and complexity of the work having changed.

The Fleets Unit is responsible for procuring, leasing, maintaining and providing fuel for City vehicles. This particular position is part of Fleet Administration which has total responsibility for fleet management.

POSITION HISTORY

See individual position record card included in the file for detailed historical data concerning this position.

SCOPE OF REVIEW

Review of this position included analysis of the following:

Position Description Questionnaire (PDQ) submitted for the purposes of this review
Class Specification #2350005
Position Record Card
Organizational Chart
and other records available internally

STATEMENT OF DUTIES

The essential purpose of this position is to assist the unit director with special projects and take the lead on certain projects, such as the annual surplusing of vehicles, the vehicle take-home ordinance, interlocal agreements, etc. The incumbent in this position will also analyze and evaluate management controls within the unit, and assess certain business practices as to how they are accomplished, and whether work should be done by City employees or out-sourced.

NOTE: *For a more complete listing of this position's responsibilities, see the Position Description Questionnaire (PDQ), dated January 23, 1997 submitted for the purposes of this review.*

ANALYSIS

This position was originally used to supervise the warehouse operations functions. These duties have been redistributed and the warehouse operations unit has been restructured. Management functions are no longer needed, but strong analysis skills are critical to the reorganized unit. The previous incumbent in this Manager I position accepted an early seperation, which led to the restructuring of this position.

Management Systems Analyst, Senior class specification was reviewed to determine the best match to this position.

The duties of incumbents in Administrative Management Systems Analyst, Senior positions, serve as project managers or leads over system design, development and implementation projects involving considerable scope, complexity and long term commitments; analyze and evaluate the effectiveness of management controls, channels of communication, operation procedures, organization and flow of work; devise efficient methods of accomplishing work and recommend solutions to resolve problems.

The Management Systems Analyst, Senior class is the appropriate match. Position #011285 duties are commensurate with those of the Management Systems Analyst, Senior.

RECOMMENDATION

Recommend that position #011285 be reclassified to Management Systems Analyst, Senior, effective the date of the PDQ, January 23, 1997.

CITY OF SEATTLE
Personnel Department

CLASSIFICATION DETERMINATION REPORT

Date: **February 6, 1997**

Report No.: **97-1152**

POSITION IDENTIFICATION

Department: Executive Services Department

Classification Title: Systems Analyst, Senior
Ordinance Title: Systems Analyst, Senior

Position Number: 016644

Bargaining Unit: 030 Current Salary: $23.18 - $27.03 (**1996 Rate**) Range - 37.5A

RECOMMENDED ACTION

Classification Title: Systems Analyst, Principal

Ordinance Title: Systems Analyst, Principal

Legislation Required: Yes Recommended Salary: $25.54 - $29.62 (**1996 Rate**) Range - 40.0A

Recommended Bargaining Unit: 030

Remarks: *(See next page for pertinent allocation information.)*

INCUMBENT STATUS

Incumbent:

Current Standing: Systems Analyst, Senior

Recommended Standing: Systems Analyst, Principal

In recommended standing, incumbent status is:

(X) Regular ( ) Probationary ( ) Temporary (Exam Required)

Authority: Personnel Rule -

(X) 2.3.100 ( ) 2.3.200 ( ) 2.3.300

Remarks:

APPROVED:

Carla H. Coward chc Sr. Classification Analyst

Lidia Santiesteban LS Classification Supervisor

Lidia Santiesteban LS Classification/Compensation Director

Sarah Welch Personnel Director

SOURCE OF REQUEST/POSITION IDENTIFICATION

This position was reviewed as a result of a reclassification request submitted by the Department of Executive Services, Administrative Services Division (DAS), due to the expansion of City-wide LANs and the implementation of e-mail, client/server applications and other complex systems.

This position reports directly to the Director of the Integrated Systems Team. This Team provides technical support for the IBM mainframe, the IBM RS6000SP complex (HRIS), City-wide e-mail interchange system and many City-wide LANs.

The LAN Team, provides support for the design, installation, operation and maintenance of LAN file servers; support for LAN-based applications; integration of applications on the desktop machine; technical consultation; and support of LAN-based services such as gateways to the mainframe, HRIS support, e-mail and remote access.

POSITION HISTORY

See individual position record card included in the file for detailed historical data concerning this position.

SCOPE OF REVIEW

Review of this position included analysis of the following:

Position Description Questionnaire (PDQ) submitted for the purposes of this review
Class Specification #2100005 and #2100008
Position Record Card
Organizational Chart
and other records available internally

STATEMENT OF DUTIES

The essential purpose of this position is to provide project management support for the LAN. Team responsibilities include: overall management of the project team; technical consultation, design, support of City-wide LANs and application systems; participation in the City-wide e-mail administrators' and systems managers' groups, and providing LAN-based services.

NOTE: *For a more complete listing of this position's responsibilities, see the Position Description Questionnaire (PDQ), dated January 23, 1997 submitted for the purposes of this review.*

ANALYSIS

The Integrated Systems Director has taken on added technical responsibility for the IBM mainframe, IBM RS6000 SP, as well as the LAN services unit. This change has led to the need for additional assistance in overseeing and managing the workload and projects.

This position will assist the Director with supervision and project managment of the LAN Team, as well as provide expert technical consultation to City-wide customers. Some of the major services provided are

SAA gateway to the IBM mainframe, remote dial-in services, LAN support and maintenance, City-wide e-mail interchange, and Internet services.

Systems Analyst, Senior and Systems Analyst, Principal class specifications were reviewed to determine the best match to this position.

The duties of incumbents in Systems Analyst, Senior positions, are to plan, develop, coordinate and analyze data processing systems to determine feasibility and practicality of requested services; diagnose system failures to isolate source of problem between equipment, system software and application programs; and may coordinate and/or serve as lead to subordinate staff.

The duties of incumbents in Systems Analyst, Principal positions under limited supervision, are to develop overall project plans; identify and resolve critical problems that primarily concern major or City-wide systems. Oversee the operation of major departmental or City-wide data processing projects or serve as a technical expert in an area of specialization. Incumbents in this class coordinate work with those on the project team and elsewhere in the City, and are expected to clarify and resolve technical and policy issues that arise during a project.

The Systems Analyst, Principal class is the better match. This position will assist the Director with supervision and project managment of the LAN Team, as well as provide expert technical consultation to City-wide customers. Under the immediate supervision of this position, are five Senior Systems Analyst.

RECOMMENDATION

Position #016644 duties are commensurate with those of the Systems Analyst, Principal.
Recommend that position #016644 be reclassified to Systems Analyst, Principal, effective the date of the PDQ, January 23, 1997.

CITY OF SEATTLE
Personnel Department

CLASSIFICATION DETERMINATION REPORT

Date: **February 27, 1997**

Report No.: **97-1177**

POSITION IDENTIFICATION

Department: Executive Services Department

Classification Title: Chief Warehouser
Ordinance Title: Chief Warehouser

Position Number: 015940

Bargaining Unit: 007 Current Salary: $16.11 - $18.69 Range - AFW

RECOMMENDED ACTION

Classification Title: Warehouse Supervisor

Ordinance Title: Warehouse Supervisor

Legislation Required: Yes Recommended Salary: $19.29 - $22.48 Range - 32.0

Recommended Bargaining Unit: 030

Remarks: *(See next page for pertinent allocation information.)*

INCUMBENT STATUS

Incumbent:

Current Standing: Chief Warehouser

Recommended Standing: Warehouse Supervisor

In recommended standing, incumbent status is:

( ) Retitling ( ) Reclassification (X) Reallocation

Authority: Personnel Rule -

( ) 2.3.100 ( ) 2.3.200 (X) 2.3.300

Remarks:

APPROVED:

Carla H. Coward Sr. Classification Analyst

Lidia Santiesteban Classification Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

SOURCE OF REQUEST/POSITION IDENTIFICATION

This position was reviewed as a result of a reallocation request submitted by the Department of Executive Services, Administrative Services Division (DAS), as part of a reorganization of their warehousing/fueling functions. This is a reallocation and not a reclassification since they have not implemented this aspect of the reorganization and anticipate opening the Warehouse Supervisor title for competition internally.

POSITION HISTORY

See individual position record card included in the file for detailed historical data concerning this position.

SCOPE OF REVIEW

Review of this position included analysis of the following:

Position Description Questionnaire (PDQ) submitted for the purposes of this review
Class Specification #9156506 and #9156507
Position Record Card
Organizational Chart
and other records available internally

STATEMENT OF DUTIES

The essential purpose of this position is to provide oversight of the procurement, provision, billing, inventory and stocking of automotive parts as well as the contracting for outside work in all five City vehicle maintenance locations.

NOTE: *For a more complete listing of this position's responsibilities, see the Position Description Questionnaire (PDQ), dated February 3, 1997 submitted for the purposes of this review.*

ANALYSIS

The duties of incumbents in Chief Warehouser positions supervise warehousers or other staff in ordering, receiving, storing and issuing a wide variety of equipment, materials, and supplies; salvaging and storing of equipment and materials and disposing of scrap commodities and equipment. Other duties include assigning work; reviewing and evaluating the work of subordinate staff; and recommending hiring and other personnel actions.

The duties of incumbents in Warehouse Supervisor positions plan, organize and supervise staff in ordering, receiving, storing and issuing a wide variety of equipment, materials, and supplies; salvaging, distributing and storing of equipment and materials. Other related duties include developing and implementing unit operating and recordkeeping procedures.

The Warehouse Supervisor class is distinct from the Chief Warehouser in that this class is responsible for warehousing operations, supervising work of staff, reviewing and evaluating operational methods, recommending improvements and planning and developing work schedules and assignments.

The Warehouse Supervisor class is the better match. This position will not only supervise staff, but will also be involved in the overall warehouse operations, such as developing ways to provide services more efficiently or effectively, determining goals and implementation plans, preparing the biennial operating and program budget, maintaining and monitoring inventory, developing and evaluating warehouse policies, procedures and operational methods.

RECOMMENDATION

Position #015940 duties are commensurate with those of the Warehouse Supervisor. Recommend that position #015940 be reallocated to Warehouse Supervisor, effective the date of the PDQ, February 3, 1997.

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: February 19, 1997 | Report No. 96-878

POSITION IDENTIFICATION

Department: Housing & Human Services
Classification Title: Unclassified
Ordinance Title: Nutritionist
Position Number: 024341
Bargaining Unit: 030 **Current Salary:** $17.86 - $20.85 (Range 30.0)

RECOMMENDED ACTION

Classification Title: Grants & Contracts Specialist, Sr.
Ordinance Title: Grants & Contracts Specialist, Sr.
Legislation Required: Yes **Recommended Salary:** $18.21 - $21.29 (Range 30.5)

Rec. Bargaining Unit: 030
Remarks: *See next page for pertinent allocation information.*

INCUMBENT STATUS

Incumbent:
Current Standing: Nutritionist
Recommended Standing: Grants & Contracts Specialist, Sr.
In recommended standing, incumbent status is:

Regular;	Probationary;	Temporary.
[x] 2.3.100;	[ ] 2.3.200;	[ ] 2.3.300.

Remarks: *See next page for pertinent allocation information.*

Recommended:	Team 2	Classification Analyst(s)
Approved:	John Pearson	Classification Supervisor
	Lidia Santiesteban	Classification/Compensation Director
	Sarah Welch	Personnel Director

Position Identification and Source of Request:
This position was reviewed as a result of a request from Department management. Position No. 024341 is located in the Department of Housing and Human Services, specifically the Head Start/Early Childhood Education Assistant Program Unit which is responsible for planning, developing and implementing new Head Start/ECEAP services.

This request for review is based on the Department's claim that the subject position is no longer performing work associated with position classified as Nutritionist; but rather, performing the level and complexity of work associated with positions that are classified as Senior Grants and Contracts Specialist.

Position History:
See individual position record card included in the file for detailed historical data concerning the position.

Scope of Review
This review consisted of an analysis and evaluation of the subject position by a team of Classification Analysts (Gail Thompson, Irene Ogunyemi and Barbara Martin) which consisted of the following:

- the Position Description Questionnaire (PDQ) dated September 16, 1996;
- comparisons to the class specifications for ***Grants & Contracts Specialist*** at the journey and senior levels;
- comparisons to similarly comparable positions;
- review of the organizational structure affecting the subject position;
- and, the position history card and position file.

Summary of Work
As described in the PDQ, the essential purpose of the position is to provide training, technical assistance, program and resource development services to new and expanding Head Start/ECEAP providers.

NOTE: *For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaire (PDQ), dated and submitted for purposes of this review.*

Background:
This position was created during 1993 as a Nutritionist to perform professional nutrition work activities for the department. The work included: analyzing nutrition needs and plans; promoting and conducting nutrition programs; planning and conducting community nutrition surveys and demonstration projects designed to prevent and control dietary deficiencies; and evaluating and interpreting the results.

Department management claims, however, that since that time the responsibilities of this position have increased significantly. Expansion of the Head Start Program and increased scrutiny regarding the quality of program services has increased the volume and scope of monitoring, technical assistance and resource development required on the part of all Unit staff. With the advent of new programs and programming, the additional responsibilities of program planning and development has been added to the expectations of the position, as well are the expectation of staff to develop and implement unique program models and train the staff of new programs in the implementation of rigorous program standards. The standardization of position expectations has brought each Head Start Component Coordinator into a range of responsibilities that are consistent with the position classification of Grants and Contracts Specialist, at the senior level.

Analysis:
After carefully reviewing the duties and responsibilities outlined in the most recent PDQ, class specifications within the Grants and Contracts Specialist group were chosen as the most relevant for this review. This group consists of three levels (journey, senior and supervisory). The work of the group is characterized as participating in the selection, negotiation, preparation, monitoring, and administration of a variety of service contracts, subcontracts, and consultant contracts in support of a social services program or division. The differentiating characteristic between the journey- and senior-level, however, is that the latter performs additional duties considered to be advanced professional-level work which includes: conducting needs assessments and related research; planning and developing new service programs; and participating in advocacy and community relations activities.

Recommendation:
Based on the above review, it is clear that the duties and responsibilities assigned to the subject position reflect the work described in the class specification for Senior Grants and Contracts Specialist; and, the work performed is identical to the work being performed by other positions in the same work unit.

We, therefore, recommend that Position No. 024341 be allocated to the title of Senior Grants and Contracts Specialist. This action should become effective September 16, 1996, which is the date the PDQ was signed by both the incumbent and Department management.

CITY OF SEATTLE
PERSONNEL
DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: Feb. 12, 1997 **Report No.:** 96-905

POSITION IDENTIFICATION

Department: Housing and Human Services

Classification Title: Programmer Analyst

Ordinance Title: Programmer Analyst

Position Number: 022753

Bargaining Unit: 030 **Current Salary:** $18.37 - $21.42 **(Range:** NA)

RECOMMENDED ACTION

Classification Title: Systems Analyst

Ordinance Title: Systems Analyst

Legislation Required: Yes

Bargaining Unit: 034 **Recommended Salary:** $20.19. - $23.59 **(Range:** NA)

Remarks See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:

Current Standing: Programmer Analyst (ILO Counselor)

Recommended Standing: Systems Analyst

In recommended standing, incumbent status is:

[ ] **Regular;** [ ] **Probationary:** [X] **Temporary.**

Authority: Personnel Rule

[ ] **2.3.100;** [ ] **2.3.200;** [X] **2.3.300.**

Remarks:

Recommended: Team 2 Classification/Compensation Analyst(s)

Approved: John Pearson Classification/Compensation Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

Source of Request and Position Identification:

This position was reviewed as a result of a Departmental request. Position #022753 is located in the Information Systems Unit, Aging Division of the Housing and Human Services Department. The Unit is responsible for managing the design, development, implementation and maintenance of the department's information systems; and for providing departmental data processing users with support for hardware and software.

Position History:

A copy of the position's history can be accessed via its Position History filed within the Personnel Division's Records Unit.

Scope of Review:

This review was conducted by Class/Comp Team 2, consisting of Barbara Martin, Irene Ogunyemi, and Gail Thompson. The review of the subject position included analysis of the following:

- Position Description Questionnaire (PDQ) submitted for this review;
- Team Two's review/analysis of subject position information;
- Programmer Analyst class specification #2100004, Systems Analyst class specification #2100504 and Management Systems Analyst class specification #2350004;
- Comparison to similar positions;
- Review of the organizational charts affecting the subject position;
- Position history records and related classification files.

Summary of Work:

The essential purpose of this position is to design, develop, implement, and maintain the department's information systems; and to provide user support for all software and hardware in the department.

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

Analysis:

The position is being filled in-lieu-of as a Counselor and the departmental request is for the subject position to be reclassified to Management Systems Analyst (MSA). MSAs can be characterized as providing advice and service to management on specific operational and administrative processing and reporting systems by analyzing data gathered, developing information and considering all available solutions and alternatives. They are responsible for establishing the flow of information, determining how and to whom it will travel, and interfacing with users and Systems Analysts to design an organizational system that achieves maximum efficiency from an operational perspective.

The Management Systems Analyst classification is not appropriate for the subject position because according to the PDQ submitted for the request, 75% of the time, the subject position develops multi-user database applications, provides network and technical support, gathers information about the need for new/modified data base applications; analyzes the requirements for new systems; designs the data model, user-interface and report layouts; and troubleshoots hardware and software configuration problems. These duties and responsibilities are consistent with those outlined on the Systems Analyst class specification #2100504, which is the journey level within the Systems Analyst Group. The Class Summary for the journey level reads: "Positions in this class perform the full range of system design, development, implementation and maintenance activities related to data processing systems; and provide technical advice and support to users in the proper use of hardware and/or software."

We have determined from our analysis that the subject position actually performs functions such as evaluating existing data structure, creating structure and defining rules, analyzing the requirements for new systems; designing the data model, user-interface and report layouts; and troubleshooting hardware and software configuration problems, thus working in the technical capacity required for the Systems Analyst series. Conversely, the requested Management Systems Analyst series is responsible for establishing the flow of information, determining how and to whom it will travel, interfacing with users and systems analysts to design an organizational system that achieves maximum efficiency from an operational perspective, which is not the purpose of the subject position. Therefore, the appropriate allocation for the body of work of the subject position is Systems Analyst.

Recommendation:

Based on the evaluation of the duties and responsibilities of position #022753, we recommend that the subject position be reclassified to Systems Analyst. This action should be effective January 1, 1996, which represents the date management said incumbent assumed the duties and responsibilities of this position via a memo dated September 5, 1996.

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: February 13, 1997 **Report No.:** 96-1156

POSITION IDENTIFICATION

Department: Law

Classification Title: Programmer

Ordinance Title: Programmer

Position Number: 023902

Bargaining Unit: 004 **Current Salary:** $15.18 - 18.37 (Range: n/a)

RECOMMENDED ACTION

Classification Title: Programmer Analyst

Ordinance Title: Programmer Analyst

Legislation Required: Yes

Bargaining Unit 030 **Recommended Salary:** $18.37 - 21.42 (Range: n/a)

Remarks **See next page for pertinent allocation information**

INCUMBENT STATUS

Incumbent:

Current Standing: Programmer

Recommended Standing: Systems Programmer Analyst

In recommended standing, incumbent status is:

Regular	Probationary	Temporary
[ ] 2.3100	[ ] 2.3.200	[ ] 2.3.300

Remarks: Per Article 9.7 (b.2) of collective bargaining agreement between the City and Local 17

Recommended: Team 2 _____ Classification Analyst(s)

Approved: John Pearson _____ Classification Supervisor

Lidia Santiesteban _____ Classification/Compensation Director

Sarah Welch _____ Personnel Director

This position was reviewed as a result of a request from departmental management. Position No. 023902 is located in the Administrative Section of the Civil Division in the Law Department. This Unit is responsible for providing word processing and database support to users.

Scope of Review:

This review consisted of an analysis and evaluation of the subject position by a team of Classification analysts (Gail Thompson, Barbara Martin and Irene Ogunyemi) which consisted of the following:

- the Position Description Questionnaire (PDQ) dated May 28, 1991
- comparisons of class specifications in the Systems Analyst class series
- additional information submitted by the incumbent and immediate supervisor reflecting the position's duties and responsibilities
- an interview with the incumbent
- comparison to similar positions
- review of the organization unit affecting the subject position
- position history records and related classification files.

Background:

At the time the position was created, the department felt it needed a position to perform a body of work normally associated with Systems Programmers. Therefore, a programmer position was created in the 1992 Budget. However, when the subject incumbent filled the position on November 2,1992, the needs of the department had changed substantially. According to departmental management, the work assigned to the subject position was that typically performed by positions allocated to the Systems Programmer Analyst class.

Summary of Work

The essential purpose of this position is to keep software programs running smoothly; upgrade applications to meet changing business needs; and to keep abreast of changes in technology.

NOTE: *For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaire (PDQ), dated and submitted for purposes of this review.*

Analysis:

After carefully reviewing the duties and responsibilities outlined in the most recent PDQ, class specifications within the Systems Analyst Group were chosen as the most relevant for this review. This group consists of five levels (entry, bridge, journey, senior and principal). The work of this group is characterized as performing system design, development, implementation and maintenance activities related to data processing systems; and as providing technical advice and support to users in the proper use of hardware/software. The various levels within this series are distinguished from one another by their respective degrees of work difficulty and responsibility.

The first two levels within the group, *Systems Programmer and Systems Programmer Analyst* were chosen for review. The work of these levels is described in this manner:

Systems Programmer - this is the entry level within the group. Positions at this level are expected to design, develop, code, test and debug computer programs and to enhance existing programs according to user specifications and requirements.

Systems Programmer Analyst - this is a bridge class within the group. This level combines journey-level programming and entry level analyst work.' Positions at this level assist in the design, development, implementation and enhancement of software/hardware for new data processing systems or sub-systems; interview users to determine requirements; draft and present proposed design for software/hardware; troubleshoot hardware/software problems and provide corrective action; participate in training system users; and evaluate alternatives or corrective actions in terms of effect on system behavior.

Based on the above review it is clear that the duties and responsibilities assigned to the subject position are best represented in the Systems Programmer Analyst class. Positions allocated to this level, throughout the City, are expected to perform duties and responsibilities similar to those assigned to the subject position.

We therefore, recommend the subject position be allocated to the title of Systems Programmer Analyst. According to departmental management, this action should become effective November 2, 1992, the date the incumbent was hired into this position.

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: March 4, 1997 **Report No.:** 97-1189

POSITION IDENTIFICATION

Department: Office of Management and Planning

Classification Title: Planning and Development Specialist, Senior

Ordinance Title: Planning and Development Specialist, Senior

Position Number: 022354

Bargaining Unit: 030 **Current Salary:** $23.78 - 27.73 **(Range:** 37.5A)

RECOMMENDED ACTION

Classification Title: Manager VIII

Ordinance Title: Manager VIII

Legislation Required: Yes

Bargaining Unit: 030 **Recommended Salary:** $26.20 - 30.39 **(Range:** 40.0A)

Remarks **See next page for pertinent allocation information**

INCUMBENT STATUS

Incumbent:

Current Standing: Planning and Development Specialist, Senior

Recommended Standing: Manager VIII

In recommended standing, incumbent status is:

Regular	**Probationary**	Temporary
[ ] 2.3100	**[X] 2.3.200**	[ ] 2.3.300

Remarks:

Recommended: Team 2 J.O. Classification Analyst(s)

Approved: John Pearson Classification Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

This position was reviewed as a result of a departmental request. Position No. 022354 is located in the Planning Section of the Office of Management and Planning.

Scope of Review:

This review consisted of an analysis and evaluation of the subject position by a team of Classification analysts (Gail Thompson, Barbara Martin and Irene Ogunyemi) which consisted of the following:

- the Position Description Questionnaire (PDQ) dated February 11, 1997
- comparisons of class specifications in the Planning and Development Specialist and Manager class series
- additional information submitted by the incumbent and immediate supervisor reflecting the position's duties and responsibilities
- comparison to similar positions
- review of the organization unit affecting the subject position
- position history records and related classification files.

NOTE: *For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaire (PDQ), dated and submitted for purposes of this review.*

Summary of Work

The essential purpose of this position is to supervise professional staff and to oversee planning projects including coordinating work across departmental lines.

Analysis:

We find through our analysis that supervisors within the Office of Management and Planning are allocated to the title of Budget Analyst Supervisor, at salary range 40.0A, which is consistent with the level of Manger VIII. We also find that while the subject position does not meet the criteria typically used to identify manager positions, it is required to perform duties and has responsibilities at the same level as other supervisors within OMP. Budget Analyst Supervisor titles within OMP will soon be replaced by the new broadband titles specific to OMP.

Recommendation:

Therefore, we recommend this position be allocated to the title Manager VIII. This action should become effective November 13, 1996, the date departmental states the duties became effective.

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: March 4, 1997 **Report No.:** 97-1190

POSITION IDENTIFICATION

Department: Office of Management and Planning

Classification Title: Planning and Development Specialist II

Ordinance Title: Planning and Development Specialist II

Position Number: 017165

Bargaining Unit: 030 **Current Salary:** $ 20.85 - 24.26 (**Range**: 34.0A)

RECOMMENDED ACTION

Classification Title: Budget Analyst

Ordinance Title: Budget Analyst

Legislation Required: Yes

Bargaining Unit: 030 **Recommended Salary:** $22.08 -25.70 (**Range:** 35.5A)

Remarks **See next page for pertinent allocation information**

INCUMBENT STATUS

Incumbent:

Current Standing: Planning and Development Specialist II

Recommended Standing: Budget Analyst

In recommended standing, incumbent status is:

Regular	**Probationary**	Temporary
[ ] 2.3100	**[X] 2.3.200**	[ ] 2.3.300

Remarks:

Recommended: Team 2 [signature] Classification Analyst(s)

Approved: John Pearson [signature] Classification Supervisor

Lidia Santiesteban [signature] Classification/Compensation Director

Sarah Welch [signature] Personnel Director

This position was reviewed as a result of a departmental request. Position No. 017165 is located in the Budget General Section of the Office of Management and Planning. This Unit is responsible for performing financial, policy and management analysis.

Scope of Review:

This review consisted of an analysis and evaluation of the subject position by a team of Classification analysts (Gail Thompson, Barbara Martin and Irene Ogunyemi) which consisted of the following:

- the Position Description Questionnaire (PDQ) dated February 11, 1997
- comparisons of class specifications in the Planning and Development Specialist and Budget Analyst class series
- additional information submitted by the incumbent and immediate supervisor reflecting the position's duties and responsibilities
- comparison to similar positions
- review of the organization unit affecting the subject position
- position history records and related classification files.

NOTE: *For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaire (PDQ), dated and submitted for purposes of this review.*

Summary of Work

The essential purpose of this position is to perform financial and policy management analysis. This position was one of several planning positions affected by the consolidation of the Budget Office and City planning functions. Although, formerly assigned planning duties, this position now analyzes departmental budgets, formulates recommendations on resource allocation, rate setting and capital improvement programs and does financial analysis and research typically assigned to the Budget Analyst classification.

Analysis:

We find through our analysis that the subject position perform duties and responsibilities consistent with the class specification for Budget Analyst and compares to other positions allocated to that title.

Recommendation:

Therefore, we recommend this position be allocated to the title of Budget Analyst. This action should become effective February 11, 1997, the date the PDQ was signed.

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: March 4, 1997 **Report No.:** 97-1191

POSITION IDENTIFICATION

Department: Office of Management and Planning

Classification Title: Planning and Development Specialist II

Ordinance Title: Planning and Development Specialist II

Position Number: 022970

Bargaining Unit: 030 **Current Salary:** $ 20.85 - 24.26 (Range: 34.0A)

RECOMMENDED ACTION

Classification Title: Budget Analyst

Ordinance Title: Budget Analyst

Legislation Required: Yes

Bargaining Unit: 030 **Recommended Salary:** $22.08 -25.70 (Range: 35.5A)

Remarks **See next page for pertinent allocation information**

INCUMBENT STATUS

Incumbent:

Current Standing: Planning and Development Specialist II

Recommended Standing: Budget Analyst

In recommended standing, incumbent status is:

Regular	**Probationary**	Temporary
[ ] 2.3100	**[X] 2.3.200**	[ ] 2.3.300

Remarks:

Recommended: Team [signature] Classification Analyst(s)

Approved: John Pearson [signature] Classification Supervisor

Lidia Santiesteban [signature] Classification/Compensation Director

Sarah Welch [signature] Personnel Director

This position was reviewed as a result of a departmental request. Position No. 012270 is located in the Budget General Section of the Office of Management and Planning. This Unit is responsible for performing financial, policy and management analysis.

Scope of Review:

This review consisted of an analysis and evaluation of the subject position by a team of Classification analysts (Gail Thompson, Barbara Martin and Irene Ogunyemi) which consisted of the following:

- the Position Description Questionnaire (PDQ) dated February 11, 1997
- comparisons of class specifications in the Planning and Development Specialist and Budget Analyst class series
- additional information submitted by the incumbent and immediate supervisor reflecting the position's duties and responsibilities
- comparison to similar positions
- review of the organization unit affecting the subject position
- position history records and related classification files.

NOTE: *For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaire (PDQ), dated and submitted for purposes of this review.*

Summary of Work

The essential purpose of this position is to perform financial and policy management analysis. This position was one of several planning positions affected by the consolidation of the Budget Office and City planning functions. Although, formerly assigned planning duties, this position now analyzes departmental budgets, formulates recommendations on resource allocation, rate setting and capital improvement programs and does financial analysis and research typically assigned to the Budget Analyst classification.

Analysis:

We find through our analysis that the subject position perform duties and responsibilities consistent with the class specification for Budget Analyst and compares to other positions allocated to that title.

Recommendation:

Therefore, we recommend this position be allocated to the title of Budget Analyst. This action should become effective February 11, 1997, the date the PDQ was signed.

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: March 4, 1997 **Report No.:** 97-1192

POSITION IDENTIFICATION

Department: Office of Management and Planning

Classification Title: Budget Analyst, Trainee

Ordinance Title: Budget Analyst, Trainee

Position Number: 021399

Bargaining Unit: 030 **Current Salary: 17.53 - 20.44** (**Range**: 29.5A)

RECOMMENDED ACTION

Classification Title: Budget Analyst

Ordinance Title: Budget Analyst

Legislation Required: Yes

Bargaining Unit 030 **Recommended Salary:** $22.08 -25.70 (**Range**: 35.5A)

Remarks **See next page for pertinent allocation information**

INCUMBENT STATUS

Incumbent: Vacant

Current Standing: N/A

Recommended Standing: N/A

In recommended standing, incumbent status is:

Regular	Probationary	Temporary
[ ] 2.3100	[ ] 2.3.200	[ ] 2.3.300

Remarks:

Recommended: Team 2 Classification Analyst(s)

Approved: John Pearson Classification Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

RECEIVED
CLASS/COMP
MAR 03 1997
FILE # _____

ABBREVIATED
POSITION DESCRIPTION QUESTIONNAIRE
(This form is to be used for vacant positions and/or requests resulting from reorganizations)

DEPARTMENT/DIVISION: Executive/Office of Management & Planning

POSITION NUMBER: 21399

DATE REQUESTED: 2/24/97

CLASSIFICATION REQUESTED: Budget Analyst

POSITION PURPOSE: Analyze department budgets and develop recommendations on resource allocation; research and analyze various issues and proposals; make recommendations for increased effectiveness and efficiency in City programs and projects for OMP management, the Mayor, and City Council.

POSITION SUMMARY:
Use the following space to summarize the essential duties and responsibilities assigned to the position. Briefly describe the work using action words.

	Duties and Responsibilities Statements	**% of Time**
1.	Review budget proposals from assigned departments for compliance with Mayoral and Council guidelines and priorities; identify issues arising from the budget for consideration by OMP and the Mayor, develop options for alternative allocation of resources.	**30%**
2.	Perform program and financial analysis on components of assigned department budgets; prepare reports presenting analyses of options and recommendations; negotiate issues with departmental representatives; conduct briefings on budget issues; prepare a variety of documents required for the budget process; assist in defense of Mayor's proposed budget before the City Council.	**30%**
3.	Review fiscal activities of assigned departments for conformance with the adopted budget, including personnel requests, SFMS journal entries, and fund transfers; coordinate year-end closing, including approval or recommendations regarding carryovers, budget exceptions, disputed billings, salary settlements, supplemental appropriations, etc.	**15%**

4. Assist in the development of major policy recommendations from assigned departments; act as coordinator or facilitator, especially when involvement of other departments or stakeholders is necessary; assist in the resolutions of interdepartmental conflicts. **10%**

5. Perform a variety of related duties as assigned, such as coordinating special projects, researching various issues of interest to the Mayor or Council, gathering information for use in research and analytical projects. **10%**

6. Review department's activities for timely responses to Statements of Legislative Intent, Budget Guidance Statements, and auditor's reports, and assist in preparing responses and reports; coordinate the development of proposed legislation, acting as liaison between OMP, the department, the Law Department, and the City Council. **5%**

7.

POSITION ALLOCATION CRITERIA:

Duty #1, a [X] primary [ ] secondary duty, is described in the class specification as:

> Analyzes departmental budgets and formulates recommendations on resource allocation; researches various issues, trends and transactions for OMB management and the Mayor.
>
> Analyzes annual budget documents submitted by assigned departments, reviews for compliance with mayoral guidelines; recommends alternative allocation of resources.

Duty #2, a [X] primary [ ] secondary duty, is described in the class specification as:

> ... researches various issues, trends, and transactions for OMB management and the Mayor.
>
> Performs program and financial analysis on components of assigned operating and capital improvement budgets; negotiates line items with departmental representatives; identifies and briefs issues arising from budget; prepares documents required by the budget process.
>
> Assists in the defense of proposed departmental budgets before the City Council. ... monitors execution of Block Grant and other grant programs.

Duty #3, a [ ] primary [X] secondary duty, is described in the class specification as:

> Review department's fiscal activities for conformance with the adopted budget; monitors administration including: purchases, personnel requests, fund transfers, proposed legislation and other related matters; approves small deviations; recommends approval/disapproval of larger deviations; approves small budget transfers.
>
> Reviews requests to add and/or reduce positions in assigned departments; refers reclassification request to City Personnel and makes adjustments to budget based on classification determinations.

Duty #4, a [X] primary [ ] secondary duty, is described in the class specification as:

> Performs program and financial analysis on components of assigned operating and capital improvement budgets; ...
>
> Conducts research on various issues of interest to the Mayor's Office, ...
>
> Attends community meetings on assigned issues and Block Grants.

Duty #5, a [ ] primary [X] secondary duty, is described in the class specification as:

> ... researches various issues, trends and transactions for OMB management and the Mayor.
>
> Gathers information for use in research and analytical projects conducted by other OMB staff.
>
> Conducts research on various issues of interest to the Mayor's office, such as an inventory of underground storage tanks; participation in the Parking Meter Task Force investigating the impact of vandalism on revenues; comparison of City Light's weatherization program to the Department of Human Resources' weatherization program to assess possible duplication of effort.
>
> Performs other related duties of a comparable level/type as assigned.

Duty #6, a [ ] primary [X] secondary duty, is described in the class specification as:

> Writes reports on research projects, correspondence and ordinances.
>
> Performs other related duties of a comparable level/type as assigned.

Duty #7, a [ ] primary [ ] secondary duty, is described in the class specification as:

REASON FOR THE REQUESTED CHANGE:

To correct a Personnel action which placed the position on an ordinance that downgraded it to a Budget Analyst Trainee in error.

Supervisor or Requester Signature — Date 2/25/97

James Tierney
Department Head Signature — Date 2-26-97

(FOR PERSONNEL USE ONLY)

Position Number: 021399

Title: Budget Analyst

Approved as Requested: [✓] Yes [ ] No

Other Recommended Action:

Personnel Analyst — Date 3/4/97

Personnel Analyst Supervisor — Date 3/4/97

Classification and Compensation Director — Date 3/5/97

Personnel Director — Date 3/6/97

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: November 6, 1996 **Report No.** 95-691

POSITION IDENTIFICATION

Department: Municipal Court

Classification Title: Administrative Specialist I

Ordinance Title: Administrative Specialist I -MC

Position Number: See Exhibit A

Bargaining Unit: 040 **Current Salary:** See Exhibit A

RECOMMENDED ACTION

Classification Title: Administrative Specialist II

Ordinance Title: Administrative Specialist II-MC

Legislation Required: Yes **Recommended Salary:** See Exhibit A

Bargaining Unit: 040

Remarks **See next page for pertinent allocation information**

INCUMBENT STATUS

Incumbent: See Exhibit A

Current Standing: See Exhibit A

Recommended Standing: See Exhibit A

In recommended standing, incumbent status is:

Regular	Probationary	Temporary
[ ] 2.3100	[X] 2.3.200	[ ] 2.3.300

Remarks:

Recommended:	Team 2	Classification Analyst(s)
Approved:	John Pearson	Classification Supervisor
	Lidia Santiesteban	Classification/Compensation Director
	Sarah Welch	Personnel Director

CLASSIFICATION DETERMINATION

EXHIBIT A

REPORT NO.: 95-691 **RECOMMENDED SALARY: 13.38 - 14.97** (Range: 22.0B)

RECOMMENDED CLASSIFICATION TITLE: Administrative Specialist II

RECOMMENDED ORDINANCE TITLE: Administrative Specialist II-MC

Incumbent:	Sheila Murray	Department:	Municipal Court
Position No.:	011434	Current Salary:	12.68 - 14.14 (Range: 20.5B)
Current Classification Title:		Administrative Specialist I	
Current Ordinance Title:		Administrative Specialist I-MC	
Current Status:	Regular	Recommended Status:	Regular
Remarks:			

Incumbent:	Kendra Lafayette	Department:	Municipal Court
Position No.:	011440	Current Salary:	12.68 - 14.14 (Range: 20.5B)
Current Classification Title:		Administrative Specialist I	
Current Ordinance Title:		Administrative Specialist I-MC	
Current Status:	Regular	Recommended Status:	Regular
Remarks:			

Incumbent:	Michelle Hoang Mai	Department:	Municipal Court
Position No.:	011462	Current Salary:	12.68 - 14.14 (Range: 20.5B)
Current Classification Title:		Administrative Specialist I	
Current Ordinance Title:		Administrative Specialist I-MC	
Current Status:	Regular	Recommended Status:	Regular
Remarks:			

Incumbent:	Carl McZeal	Department:	Municipal Court
Position No.:	011466	Current Salary:	12.68 - 14.14 (Range: 20.5B)
Current Classification Title:		Administrative Specialist I	
Current Ordinance Title:		Administrative Specialist I-MC	
Current Status:	Regular	Recommended Status:	Regular
Remarks:			

Incumbent:	Erin Rodriguez	Department:	Municipal Court
Position No.:	019214	Current Salary:	12.68 - 14.14 (Range: 20.5B)
Current Classification Title:		Administrative Specialist I	
Current Ordinance Title:		Administrative Specialist I-MC	
Current Status:	Regular	Recommended Status:	Regular
Remarks:			

Incumbent:	Abigail Ormsby	Department:	Municipal Court
Position No.:	019618	Current Salary:	12.68 - 14.14 (Range: 20.5B)
Current Classification Title:		Administrative Specialist I	
Current Ordinance Title:		Administrative Specialist I-MC	
Current Status:	Regular	Recommended Status:	Regular
Remarks:			

Incumbent:	Loralea Zseni	Department:	Municipal Court
Position No.:	019698	Current Salary:	12.68 - 14.14 (Range: 20.5B)
Current Classification Title:		Administrative Specialist I	
Current Ordinance Title:		Administrative Specialist I-MC	
Current Status:	Regular	Recommended Status:	Regular
Remarks:			

Incumbent:	Katrina Cooper	Department:	Municipal Court
Position No.:	020076	Current Salary:	12.68 - 14.14 (Range: 20.5B)
Current Classification Title:		Administrative Specialist I	
Current Ordinance Title:		Administrative Specialist I-MC	
Current Status:	Regular	Recommended Status:	Regular
Remarks:			

Incumbent:	Robert Jenkins	Department:	Municipal Court
Position No.:	020458	Current Salary:	12.68 - 14.14 (Range: 20.5B)
Current Classification Title:		Administrative Specialist I	
Current Ordinance Title:		Administrative Specialist I-MC	
Current Status:	Regular	Recommended Status:	Regular
Remarks:			

Incumbent:	Vacant	Department:	Municipal Court
Position No.:	021252	Current Salary:	12.68 - 14.14 (Range: 20.5B)
Current Classification Title:		Administrative Specialist I	
Current Ordinance Title:		Administrative Specialist I-MC	
Current Status:	N/A	Recommended Status:	N/A
Remarks:			

Incumbent:	Robin Douglas	Department:	Municipal Court
Position No.:	022651	Current Salary:	12.68 - 14.14 (Range: 20.5B)
Current Classification Title:		Administrative Specialist I	
Current Ordinance Title:		Administrative Specialist I-MC	
Current Status:	Regular	Recommended Status:	Regular
Remarks:			

Incumbent:	Jennifer Hardi	Department:	Municipal Court
Position No.:	023165	Current Salary:	12.68 - 14.14 (Range: 20.5B)
Current Classification Title:		Administrative Specialist I	
Current Ordinance Title:		Administrative Specialist I-MC	
Current Status:	Regular	Recommended Status:	Regular
Remarks:			

Incumbent:	Sherry Nelson	Department:	Municipal Court
Position No.:	023168	Current Salary:	12.68 - 14.14 (Range: 20.5B)
Current Classification Title:		Administrative Specialist I	
Current Ordinance Title:		Administrative Specialist I-MC	
Current Status:	Regular	Recommended Status:	Regular
Remarks:			

Incumbent:	Betty Gooding	Department:	Municipal Court
Position No.:	023169	Current Salary:	12.68 - 14.14 (Range: 20.5B)
Current Classification Title:	Administrative Specialist I		
Current Ordinance Title:	Administrative Specialist I-MC		
Current Status:	Regular	Recommended Status:	Regular
Remarks:			

Incumbent:	Barbara Fleeks	Department:	Municipal Court
Position No.:	020222	Current Salary:	12.68 - 14.14 (Range: 20.5B)
Current Classification Title:		Administrative Specialist I	
Current Ordinance Title:		Administrative Specialist I-MC	
Current Status:	Regular	Recommended Status:	Regular
Remarks:			

Incumbent:	Wilberder Frye	Department:	Municipal Court
Position No.:	022708	Current Salary:	12.68 - 14.14 (Range: 20.5B)
Current Classification Title:		Administrative Specialist I	
Current Ordinance Title:		Administrative Specialist I-MC	
Current Status:	Regular	Recommended Status:	Regular
Remarks:			

Incumbent:	Daisy Cancio	Department:	Municipal Court
Position No.:	011442	Current Salary:	12.68 - 14.14 (Range: 20.5B)
Current Classification Title:		Administrative Specialist I	
Current Ordinance Title:		Administrative Specialist I-MC	
Current Status:	Regular	Recommended Status:	Regular
Remarks:			

Position Identification and Source of Request:

These positions were reviewed as a result of a Departmental request. These positions are located in the Courtroom Services Division of Seattle Municipal Court. The purpose of this work unit is to provide courtroom support and assistance to the judges, prosecutors, defense attorneys, defendants and the general public conducting business with the court.

Scope of Review:

This review consisted of an analysis and evaluation of the subject positions by a team of Classification Analysts (Gail Thompson and Barbara Martin) which consisted of the following:

- the Position Description Questionnaire (PDQ) dated November 28, 1995;
- comparisons of class specifications in the Court Clerk and Administrative Support series;
- additional information submitted by the incumbents and immediate supervisor reflecting the positions' duties and responsibilities;
- comparison to similar positions;
- informational interviews with incumbents, on-site job audits at the jail, and Public Safety and Dexter Horton Buildings;
- review of the organization unit affecting the subject positions;
- and related classification files.

Background:

According to departmental management, the duties of these positions changed with the implementation of the Municipal Court Information System (MCIS). One of the main design features of MCIS was to decentralize Seattle Municipal Court (e.g., scheduling, fine obligations, probation, etc.) and to allow on-site employees to update the computer immediately after the hearing; whereby in the past Court Clerks would send information, recorded on paper, to the centralized data entry division for overnight or next day updating, and Data Processing would update the information into the computer but not to the extent that it is now being done. Management is therefore, requesting that a new title of Court Clerk Assistant be created to accommodate the duties and responsibilities currently assigned to these positions.

Summary of Work

The essential purpose of these positions are to enter the legal record of court proceedings by entering pleas, findings, sentences, and other dispositions on the permanent court record; to assist judges, prosecutors, attorneys and others to ensure a smooth operation of the court room; and to answer and screen calls for attorneys and judges.

Analysis:

We reviewed and compared the duties and responsibilities of these positions to those of the Court Clerk and the Administrative Support classes. We found that the work of these classes are characterized in this manner:

Court Clerk - Positions in this class are *located inside the court room* and are responsible for recording official proceedings, such as rulings, findings, pleas, and sentences. This class performs assigned tasks independently, may assign and review the work of lower level employees, and provide leadership and direction to other staff performing related duties. This is a single level class.

Administrative Support - Positions in this class perform office support work, consisting of preparing memos, letters, reports, rough drafts; answering telephones; receiving and giving out general information on departmental services, operational procedures and regulations; filing correspondence, forms, cards and reports; opening, sorting and delivering mail; and posting information to records and files. This class consists of five levels and they are distinguished from one another by their respective degrees of difficulty, responsibility, accuracy required and the types and nature of contacts. The work is described in this manner:

Office Assistant: Positions allocated to this class perform ***basic office support tasks, by following detailed guidelines, procedures and specific instructions.*** Tasks assigned at this level have built in checks and balances or are reviewed closely for accuracy and completeness. Contacts are primarily with intra-departmental employees to exchange or clarify information.

Administrative Support Assistant: Positions allocated to this class are characterized as being responsible for ***multiple routine tasks or a single specialized task*** in support of a program activity. Work at this level involves *use of limited judgment* in handling assigned tasks, with close review and correction of non-routine assignments. Contacts are within the department and with the public on routine matters.

Administrative Specialist I: Positions allocated to this class are distinguished by the performance of ***several specialized activities in support of a program.*** The work is performed within established procedures, however, *incumbents select the most appropriate procedures* for completion of assigned tasks. Incumbents are expected to understand the work processes, procedures and regulations of the assigned program area, and may assign and review the work of lower level employees. Contacts are primarily with other departments, outside agencies or the public for obtaining factual information, explaining office policies and responding to routine complaints.

Administrative Specialist II: Positions allocated to this class perform the ***full range of administrative support functions for high level management or specialized tasks in support of a special function or program.*** Work at this level requires advanced knowledge of general office practices and procedures and requires comprehensive knowledge of departmental or program policies and procedures. *Assignments are completed independently with minimal guidance and some work assignments require handling complicated tasks where the cost of correcting errors would be substantial in either time or money.* The work requires solving special problems and making reliable decisions, only sensitive issues and problems are referred to management. Contacts are with intra - and inter-departmental staff, the public, customers, firms and organizations doing business with the City for planning and coordinating work activities, resolving problems and providing information on department or program activities.

Administrative Specialist III: Positions allocated to this *class perform* ***highly complex and diverse specialized program support activities, or supervise a group of employees engaged in administrative or specialized support activities.*** The work of this class requires a thorough knowledge of general office practices and procedures, specialized office equipment, and/or specialized knowledge of policies, procedures and practices applicable to the assigned program area. Incumbents are expected to have a detailed working knowledge of highly complex procedures and regulations such as legally perceived contract or program provisions, codes and ordinances. Contacts are primarily with intra - and inter-departmental staff and the public, and may involve making substantial adjustments or influencing important agreements or situations impacting department policy.

Administrative Support Supervisor: Positions allocated to this class ***plan, organize, assign and evaluate the work of clerical support staff;*** complete special projects; and may provide administrative support duties to higher level management. The work requires knowledge of pertinent programs and projects and a wide range of concepts, principles and experience in applying assigned tasks, with close review and correction of non-routine work. Contacts are within the department and with the public on routine matters.

<u>Comparison</u>

Our analysis concludes that the work of the subject positions are reflective in the Administrative Support series. The following duties and responsibilities are performed by the subject positions:

30% Assist attorneys, defendants, police officers, etc. with questions regarding court hearings and jury trials; provide information relating to court procedures; explain post court room procedures; interpret and explain judicial actions and docket entries; send notices of judicial actions to other agencies appropriate; contact interpreters as requested.

⇒ *the above tasks can be found in the class specification of Administrative Specialist I. Positions at this level perform the full range of general administrative support duties and/or* ***several specialized clerical tasks in support of a program,*** *including responding to inquiries regarding work of the program area.*

65% Update the official record of proceedings, including address and name changes, attorney of file, court hearings, time pay records, court findings, and deferral of sentence/guilty findings; respond to requests for case information from court clerks, judges, attorneys, other agencies and the public; enter information from the worksheet into the official record.

⇒ *The above tasks can be found in the class specification of Administrative Specialist II. Positions within this class performs specialized administrative support functions of department or program activities, including support activities. Tasks at this level are completed independently with minimal guidance and some work assignments require handling complicated tasks where the cost of correcting errors would be substantial in either time or money.*

5% Establish and maintain files, logs, indexes and other necessary records; search records for supervisor or manager to correct docket; receive, open, date stamp, scan, determine proper distribution of mail and other material, and prepares outgoing mail.

⇒ *these tasks can be found in the class specification of Administrative Specialist I. Positions in this at this level perform the full range of general administrative support duties, including establishing and maintaining logs, files, indexes and similar record systems.*

Conclusion:

Based on the above analysis, we find that the preponderance of duties and responsibilities assigned to the subject position are consistent with those of other ***Administrative Specialist II*** positions assigned to the department and throughout the City.

Recommendation:

Therefore, it is our recommendation that the subject positions be allocated to the title of Administrative Specialist II based preponderance of duties. This action should become effective July 10, 1995, 30 days prior to the filing of the grievance.

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: January 8, 1997 **Report No.** 96-893

POSITION IDENTIFICATION

Department: Municipal Court

Classification Title: Administrative Specialist I

Ordinance Title: Administrative Specialist I-MC

Position Number: 019213

Bargaining Unit: 040 **Current Salary:** $12.68 - 14.14 (Range: 20.5B)

RECOMMENDED ACTION

Classification Title: Administrative Specialist II

Ordinance Title: Administrative Specialist II-MC

Legislation Required: Yes

Bargaining Unit 040 **Recommended Salary:** $13.38 - 14.97 (Range: 22.0B)

Remarks **See next page for pertinent allocation information**

INCUMBENT STATUS

Incumbent:

Current Standing: Administrative Specialist I

Recommended Standing: Administrative Specialist II

In recommended standing, incumbent status is:

Regular	Probationary	Temporary
[ ] 2.3100	[X] 2.3.200	[ ] 2.3.300.

Remarks:

Recommended: Team 2 Classification/Compensation Analyst(s)

Approved: John Pearson Classification/Compensation Supervisor

Recommended: Lidia Santiesteban Classification/Compensation Director

Recommended: Sarah Welch Personnel Director

Position Identification and Source of Request:

This position was reviewed as a result of grievance filed on behalf of the incumbent by Local 763. The incumbent and Local 763 maintain that the subject position has been working outside of its classification, without compensation. It is their belief that the duties and responsibilities performed are greater than those of anAdministrative Specialist I. They are therefore, recommending that this position be reclassified to the title of Administrative Specialist III.

Scope of Review:

This review consisted of an analysis and evaluation of the subject position by a team of Classification analysts (Gail Thompson and Barbara Martin) which consisted of the following:

- the Position Description Questionnaire (PDQ) signed by the incumbent May 16, 1996;
- comparisons of class specifications in the Administrative Specialist class series;
- additional information submitted by the incumbent and immediate supervisor reflecting the position's duties and responsibilities;
- comparison to similar positions;
- review of the organization unit affecting the subject position;
- and related classification files.

Background

According to departmental management, in 1994 the rules for appeals for courts of limited jurisdiction changed and now require that all appeals to Superior Court be filed with Municipal Court first. This new filing requirement means that the subject position must now review each notice of appeal for accuracy and timeliness before it is accepted. The subject position is located in the Records Management Division of Municipal Court. This Division is responsible for preparing calendars from magistrate and formal courts, processing court documents, inputting criminal cases into the Municipal Court Information System (MCIS), processing appeals of cases heard in Municipal Court, and filing, and re-filing files.

Summary of Work

The essential purpose of this position is processing appeals of cases heard in Municipal Court, including making copies of case files and delivering them to the appropriate parties, making copies of audio tapes, and maintaining records of all Municipal Court cases remanded from King County Superior Court.

NOTE: *For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaire (PDQ), dated and submitted for purposes of this review.*

Analysis:

The PDQ submitted for review at the time of filing indicate that the duties and responsibilities assigned to the subject position have changed as a result of the new rules for appeals being heard in the courts of limited jurisdiction. As a result of these changes, the subject position must review each notice of appeal for accuracy and timeliness before it is accepted by Municipal Court.

Primary duties include:

30% Processing appeals filed with Seattle Municipal Court; ensuring filing fee is paid; pulling files from central files; entering appeal information into MCIS; preparing case file; delivering a copy of the file; maintaining a record of the appeal.

25% Process all incoming tape requests by making copies of those listed on the request form; preparing and organizing tapes numerically for removal to storage; erasing tapes; and maintaining a file of all request forms.

20% Maintaining files of all cases remanded from King County by entering remand orders into MCIS, preparing case files, and running current docket cards.

30% Reviewing and evaluating incoming mail; providing a copy of court files upon request; responding to telephone calls; providing information and/or referring to appropriate persons.

Comparison

We found through the above analysis that the overall scope, responsibility and complexity of the assigned work (receiving, processing and transmitting to King County Superior Court all files and records pertaining to appeals and remands) is similar to that assigned to positions allocated to the Administrative Specialist class series. Having determined that the Administrative Specialist series is the most relevant class, what remains to be determined is which level best represents the subject position.

In reviewing and comparing class specifications within the Administrative Specialist series, we found the work to be characterized as performing a variety of clerical support tasks, ***or specialized tasks to support a*** specific function or program.

The work of this series is described in this manner:

Office Assistant: Positions allocated to this class perform ***basic office support tasks***, by following detailed guidelines, procedures and specific instructions. Tasks assigned at this level have built in checks and balances or are reviewed closely for accuracy and completeness.

Administrative Support Assistant: Positions allocated to this class are characterized as being responsible for ***multiple routine tasks or a single specialized task*** in support of a program activity. Work at this level involves use of limited judgment in handling assigned tasks, with close review and correction of non-routine assignments.

Administrative Specialist I: Positions allocated to this class are distinguished by the performance of ***several specialized activities in support of a program.*** The work is performed within established guidelines, however, incumbents select the most appropriate procedure for completion of assigned tasks. Incumbents are expected to understand the work processes, procedures and regulations of the assigned program area, and may assign and review the work of lower level employees.

Administrative Specialist II: Positions allocated to this class perform the ***full range of administrative support functions for high level management or specialized tasks in support of a special function or program.*** Work at this level requires advanced knowledge of general office practices and procedures and require comprehensive knowledge of departmental or program policies and procedures. Assignments are completed independently with minimal guidance and some work assignments require handling complicated tasks where the cost of correcting errors would be substantial in either time or money. The work requires solving special problems and making reliable decisions, and only sensitive issues and problems are referred to management.

Administrative Specialist III: Positions allocated to this class perform highly complex and diverse specialized program support activities, or supervise a group of employees engaged in administrative or specialized support activities. The work of this class requires a thorough knowledge of general office practices and procedures, specialized office equipment and/or specialized knowledge of policies, procedures and practices applicable to the assigned program area. Incumbents are expected to have detailed working knowledge of highly complex procedures and regulations such as legally perceived contracts or program provisions, codes and ordinances.

Administrative Support Supervisor: Positions allocated to this class ***plan, organize, assign and evaluate the work of clerical support staff;*** complete special projects; and may provide administrative support duties to higher level management. The work requires knowledge of pertinent programs and projects and a wide range of concepts, principles and experience in completing assigned tasks, with close review and correction of non-routine work.

Conclusion

The subject position was reviewed with the specific objective of identifying the appropriate classification. Review of the assigned duties and responsibilities indicate that it is relied upon to *independently review appeal notices remanded from King County Superior Court for completeness, accuracy and timeliness*. These

tasks are consistent with those assigned to Administrative Specialist II positions within the Department and throughout the City.

The Administrative Specialist II class is considered the senior level within the Administrative Support class series. Positions allocated to this level are expected to perform specialized tasks in support of program activities *(complete assignments independently with minimal guidance; review and evaluate work for quality, completeness and adhere to procedures and instructions).* Whereas, the Administrative Specialist III level is considered the technical expert within the series. Positions assigned to this level are expected to exercise considerable independent judgment in program or function-specific administrative duties *(research, compile information on special assignments; evaluate and recommend system and equipment to improve administrative support functions; establish or revise procedures for support functions)* requiring interpretation of unique, detailed, complex and/or vague procedures and regulations that are subject to limited or no review by higher level employees.

Recommendation:

Based on the above review and analysis, it is our recommendation that the subject position be allocated to the title of Administrative Specialist II. This recommended action should become effective May 26, 1996, which is 30 calendar days prior to the initial filing of the grievance on June 25, 1996.

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: January 15, 1997 **Report No.:** 96-1028

POSITION IDENTIFICATION

Department: Municipal Court

Classification Title: See Exhibit A

Ordinance Title: See Exhibit A

Position Number: See Exhibit A

Bargaining Unit: **Current Salary:** $ See Exhibit A (Range:)

RECOMMENDED ACTION

Classification Title: See Exhibit A

Ordinance Title: See Exhibit A

Legislation Required: **Recommended Salary:** $ See Exhibit A (Range:)

Remarks **See next page for pertinent allocation information**

INCUMBENT STATUS

Incumbent: See Exhibit A

Current Standing: See Exhibit A

Recommended Standing: See Exhibit A

In recommended standing, incumbent status is:

Regular;	Probationary:	Temporary.
[X] 2.3100;	[ ] 2.3.200;	[ ] 2.3.300.

Remarks: See Exhibit A

Recommended: Team 2 Classification Analyst(s)

Approved: John Pearson for JP Classification Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

CLASSIFICATION DETERMINATION

EXHIBIT A

REPORT NO.: 96-1028 **RECOMMENDED SALARY:** $13.38 - 14.97 (Range: 22.0B)

RECOMMENDED CLASSIFICATION TITLE: Administrative Specialist II

RECOMMENDED ORDINANCE TITLE: Administrative Specialist II - MC

Incumbent: Department: Municipal Court

Position No.: 020327 Current Salary: $12.68 - 14.14

Current Classification Title: Accounting Technician I

Current Ordinance Title: Accounting Technician I - MC

Current Status: Regular Recommended Status: Regular

Remarks:

Incumbent: Department: Municipal Court

Position No.: 022735 Current Salary: $12.68 - 14.14 Range (20.05B)

Current Classification Title: Accounting Technician I

Current Ordinance Title: Accounting Technician I - MC

Current Status: Regular Recommended Status: Regular

Remarks:

Incumbent: Department: Municipal Court

Position No.: 022788 Current Salary: $12.68 - 14.14 Range (20.05B)

Current Classification Title: Accounting Technician I

Current Ordinance Title: Accounting Technician I - MC

Current Status: Regular Recommended Status: Regular

Remarks:

Incumbent: Department: Municipal Court

Position No.: 023589 Current Salary: $12.68 - 14.14 Range (20.05B)

Current Classification Title: Accounting Technician I

Current Ordinance Title: Accounting Technician I - MC

Current Status: Recommended Status:

CLASSIFICATION DETERMINATION

EXHIBIT A

Incumbent: Department: Municipal Court

Position No.: 019680 Current Salary: $12.68 - 14.14 **Range** (20.05B)

Current Classification Title: Accounting Technician I

Current Ordinance Title: Accounting Technician I- MC

Current Status: Regular Recommended Status: Regular

Remarks:

Incumbent: Department: Municipal Court

Position No. 020179 Current Salary: $12.68 - 14.14 **Range** (20.05B)

Current Classification Title: Accounting Technician I

Current Ordinance Title: Accounting Technician I - MC

Current Status: Regular Recommended Status: Regular

Remarks:

Incumbent: Department: Municipal Court

Position No.: 021251 Current Salary: $12.68 - 14.14 **Range** (20.05B)

Current Classification Title: Administrative Specialist I

Current Ordinance Title: Administrative Specialist II-MC

Current Status: Regular Recommended Status: Regular

Remarks:

Source of Request

These positions were reviewed as a result of a grievance filed by Local 763 on behalf of the subject incumbents. It is the belief of Local 763 and the subject incumbents that the work has evolved from that of Accounting Technician I to that of Customer Service Representative.

Scope of Review:

This review consisted of an analysis and evaluation of the subject position by a team of Classification analysts (Gail Thompson, Barbara Martin and Irene Ogunyemi) which consisted of the following:

- the Position Description Questionnaire (PDQ) dated February 29, 1996;
- comparisons of class specifications in the Customer Service Representative, Accounting Technician and Administrative Support class series;
- additional information submitted by the incumbent and immediate supervisor reflecting the position's duties and responsibilities;
- informational interviews with incumbents;
- discussion with the Unit manager;
- comparison to similar positions;
- review of the organization unit affecting the subject position; and
- position history record and related classification files.

Background

According to departmental management, the duties and responsibilities assigned to these positions have changed since their creation in 1989. The Collection Unit was created in 1989, and at that time incumbents were essentially responsible for parking ticket collection. Duties included researching vehicle reports for the registered owner, bought and sold records, correct make and model, vehicle rental information, and data entry errors.

In 1992, traffic citations, non-traffic citations and criminal cases were referred to the Collections unit. According to departmental management the additional responsibilities created the need for more detailed research.

NOTE: *For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaire (PDQ), dated and submitted for purposes of this review.*

Summary of Work

The essential purpose of these positions is to provide customers of the Court with requested information. This includes interpreting City ordinances, policies and procedures, and collection procedures.

Analysis:

We reviewed and compared the duties and responsibilities of these positions to those of the Customer Service Representative, Accounting Technician and Administrative Support classes. We found that the work of these classes is characterized in this manner.

Customer Service Representatives - opens, maintains, and closes ***commercial and residential utility accounts***; makes changes in account status; responds to billing questions and complaints; makes limited credit arrangements; and takes appropriate action to resolve account problems.

Accounting Technician - performs a variety of ***accounting functions*** and tasks associated with the maintenance and updating of accounting records.

Administrative Support - performs a variety of clerical support tasks, ***or specialized task*** **to support a** specific function or program, prepare memos, letters, reports; answers telephones; receives and give out general information on departmental services, operational procedures and regulations.

Our review found that the duties of the subject positions share some commonalties with the Customer Service Representative and Accounting Technician class. However, the primary functions of those classes have a distinction sufficient enough to warrant a separate class.

The primary function of the Customer Service Representatives class is to provide services to "utility" customers, such as opening, closing and maintaining accounts; the Accounting Technician is to provide support tasks associated with maintaining accounting and financial records, processing documents or bills, and /or generating of reports; whereas, the Administrative Specialist is to perform the full range of administrative support tasks, ***or specialized clerical tasks in support of a specific function or program.***

Based on the above review, it is clear that the duties and responsibilities assigned to the subject positions are best represented in the Administrative Support class series. Therefore, having determined that the Administrative Support series is the closest family of titles relevant to the subject positions, what remains to be determined is which level best represent these positions.

There are five levels within this class and they are distinguished from one another by their respective degrees of difficulty, responsibility, accuracy required and the types and natures of contacts. For purposes of this review, we selected the journey *(Administrative Specialist I)* and senior *(Administrative Specialist II)* levels. The work of these classes is described in this manner:

Administrative Specialist I: This level is considered the journey level within the series. Positions at this level are expected to perform ***several specialized activities in support of a program.*** Work at this level is performed within established procedures, however, incumbents are expected to select the most appropriate procedures for completion of assigned tasks. Incumbents work independently, to understand the work processes, procedures and regulations of the assigned program area; and is expected to use initiative and judgment in resolving non-routine issues and questions. Contacts are primarily with other departments, outside agencies or the public for obtaining factual information, explaining office policies and responding to routine complaints.

Administrative Specialist II: This level is considered the senior level within the series. Positions perform complex administrative functions for high level management or perform specialized administrative support tasks in *support of program activities.* Work at this level requires advanced knowledge of general office practices and procedures and ***require comprehensive knowledge of departmental or program policies and procedures. Assignments are completed independently with minimal guidance and some work assignments require handling complicated tasks where the cost of correcting errors would be substantial in either time or money.*** Incumbents at this level are expected to use judgment to solve special problems and make reliable decisions, ***only sensitive issues and problems are referred to management.*** Contacts are with intra- and inter-departmental staff, the public, customers, firms and organizations doing business with the City for planning and coordinating work activities, resolving problems and providing information on department or program activities.

In comparing the duties and responsibilities assigned to the subject position to those of the above mentioned class specifications we found the following:

36%	PDQ	Process disputes by retrieving information to verify discrepancy; and make independent decisions to resolve problems according to policies and procedures; composing letters in response to discrepancies.
⇒	Class Specification	*The above tasks can be found within the class specification of* ***Administrative Specialist I.*** *Positions at this level are expected to respond to routine complaints including composing routine or recurring correspondence based on general instructions and knowledge of the subject area; and verifying information to be included in documents of public record; checking the work of others for errors or omissions.*

32%	*PDQ*	Research and resolve the more difficult and complex problems; provide explanations to customers; and perform mathematical calculations to determine time and restitution payments; and perform basic cashiering functions.
⇒	*Class Specification*	*Positions within the **Administrative Specialist II** class perform the more complex duties; resolve special problems; make reliable decisions; and provide information regarding departmental and program activities. The performance of basic mathematical calculations and preparation of simple statistical summaries and reports are tasks typically assigned to positions allocated to the **Administrative Specialist I** class. However, basic cashiering functions are found within the Cashier series. Positions at the journey level are expected to perform basic cashiering, such as collecting fees, making change, and balancing monies taken.*
32%	⇒	Research and verify incoming payments to ensure correct amounts and proper processing; verify information in database for accuracy and completeness; and maintain daily work log.
	Class Specification	*Positions assigned to the Administrative Specialist II class are expected to solve special problems and make reliable decisions within established guidelines and alternatives, where the cost of correcting errors could be substantial in either time or money.*

The duties and responsibilities of the subject positions have been reviewed with the specific objective of identifying the position's appropriate classification. Review and analysis of the subject position indicated that they are relied upon to perform ***specialized tasks in support of a specific program*** *(Court Collections)*, ***to resolve problems and to provide information on departmental and program activities.*** We also found, that the work performed by the subject positions is a continuation of work originating in Customer Service and Courtroom Services.

On April 16, 1996, a job audit was performed on positions located within the Customer Service unit of the Municipal Court. It was determined that these positions are responsible for responding to questions posed by customers in-person, via telephone and/or written correspondence regarding, ***court hearings, fines levied, bonds posted, balances due and payment options available, collections, preparing documents to correct errors,*** and other court activities in accordance with established guidelines and procedures. The above mentioned positions were allocated to the title of ***Administrative Specialist II,*** based on their performance of ***specialized tasks in support of a specific program.***

On November 6, 1996, a job audit was performed on positions located within the Courtroom Services Division *(positions referred to as outside Court Clerks)*. Our review indicated that these position are responsible **for** ***entering pleas, findings, sentences, and other dispositions*** into the Municipal Court Information System (MCIS); for assisting judges, prosecutors, attorneys and others to ensure smooth operation of the court room; and answering and screening calls for attorneys and judges. These positions were also allocated to the title of ***Administrative Specialist II,*** based on their performance of ***specialized tasks in support of a specific program.***

Conclusion

Although, the request was made to classify the subject positions to Customer Service Representative class, that class is not appropriate. The subject positions do not work with utility accounts and customers. In comparison, positions properly classified to the Customer Service Representative open, maintain, and close utility accounts.

It is clear, based on the above analysis, that the work processes performed by the subject positions is a continuation of that originating from the Customer Service and the Courtroom Services units. Although, actual processing of the information is different in each of the areas mentioned; nevertheless, incumbents work with the ***same information***, and at the ***same level of complexity*** in order to obtain the ***same end results*** (i.e., assisting customers of the court in obtaining information regarding ***court hearings, fines levied, bonds posted, balances due, payment options, collections, posting information into and tracking errors entered into MCIS, and preparing documents to correct MCIS errors).***

Through departmental management, we also found that positions within the Collections unit have been crossed-trained to do work within the Customer Service unit. One of the incumbents recently transferred from Customer Services into the Collections unit. During recent audits and interviews with incumbents of the Courtroom Services unit, we also learned that several of the incumbents transferred in from the Customer Services unit. These incumbents have also been cross-trained to and do occasionally assist the Customer Services unit.

We find that the preponderance of duties and responsibilities assigned to the subject positions are consistent with the typical duties and responsibilities characterized within the class specification of Administrative Specialist II, and that assigned to positions at this level throughout the City.

Recommendation

It is therefore, our recommendation that the subject positions be allocated to the title of Administrative Specialist II. This action should become effective January 29, 1996, 30 days prior to the filing of the grievance.

CITY OF SEATTLE
EXECUTIVE SERVICES DEPARTMENT
PERSONNEL DIVISION

CLASSIFICATION DETERMINATION REPORT

Date: February 11, 1997 **Report No.:** 96-886

POSITION IDENTIFICATION

Department: Parks & Recreation

Classification Title: Recreation Attendant

Ordinance Title: Recreation Attendant

Position Number: 019736 **Current Salary:** $8.80 -- $11.42

Bargaining Unit: 027 **Range:** N/A

Remarks:

RECOMMENDED ACTION

Classification Title: Lead Stage Technician

Ordinance Title: Stage Technician, Lead

Bargaining Unit: 015 **Recommended Salary:** $18.69 -- $19.43

Legislation Required: Yes **Range:** N/A

Remarks See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:

Current Standing: Recreation Attendant

Recommended Standing: Lead Stage Technician

In recommended standing, incumbent status is:

[X]Regular; [ ]Probationary; [ ]Temporary.

Authority: Personnel Rule

[X] 2.2.200 (A); [ ] 2.2.200 (B); [ ] 2.2.200 (C).

Remarks:

Recommended: Team 1 Classification/Compensation Analyst(s)

Approved: Edie Jorgensen Classification/Compensation Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

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Review Team

This review was conducted by members of Class/Comp Team 1 consisting of Jimmy Woo, Curt Funk and SharonLee Nicholson. SharonLee Nicholson prepared the report.

Source of Request and Position Identification

Position No. 019736, a 0.50 FTE position, is classified as a *"Recreation Attendant"* and is assigned to the Langston Hughes Cultural Arts Center as a part of the Recreation Programs Division of the Parks & Recreation Department. The Langston Hughes Center serves as both a recreation center and a theater accommodating both amateur and professional productions. The incumbent in this position is responsible for all liaison activities and technical stage preparations associated with the productions.

In response to the Classification Project January 2, 1991 allocation, the incumbent appealed his allocation of *"Recreation Attendant"* and requested Stage Technician. In February 1995, the appeal was reviewed by the Appeals Examiner following the final administrative review by the Class/Comp Project staff. The Appeals Examiner upheld the Class/Comp allocation of *"Recreation Attendant"* since Stage Technician is an intermittent (temporary) title and has not been classified.

Although the Appeals Examiner did not uphold the Incumbent's request for reclassification to Stage Technician, the Parks & Recreation Department maintains that the work performed by Position No. 019736 remains classified incorrectly. In August 1996, Parks & Recreation Department management requested that Class/Comp conduct a routine classification and compensation review of the position. Along with the request, the department submitted an August 23, 1996 Position Description Questionnaire (PDQ) indicating that 100% of the position's time is directed toward theater operation activities. This PDQ is nearly identical to one dated July 11, 1991 which had been submitted by Mark A. Smith in connection with a classification Project appeal. According to a recent memo from Parks Superintendent, Ken Bounds, the department has confirmed that the majority of the work described in the August 23, 1996 PDQ has been performed by this position since July 11, 1991.

Position History

Please see the records history card in the position file for specific information on this position.

Scope of Review

This review included:

- PDQ completed by incumbent, Mark A. Smith, on August 23, 1996 including unit organization chart;
- PDQ completed by incumbent, Mark A. Smith, on July 11, 1991 including unit organization chart;

- Appeals Examiner Review in re Appeal of Mark A. Smith (incumbent) Appellant, Position No. 019736 upheld by Personnel Director 10/18/95.
- Position Record Card for Position No. 019736;
- HRIS Employee Data for Mark A. Smith;
- Class Specifications for Recreation Attendant (#3200003) and *Lead Stage Technician* (#9151005);
- January 29, 1997 telephone interview of Pat Elder, Recreational Program Manager for the Central Division;
- February 3, 1997 discussion with City Labor Negotiator, Pat LeMay, regarding the history and status of the intermittent title, *"Stage Technician-Int."*
- February 6, 1997 meeting with Parks Department management, Team 1 members, City Labor Relations staff and the position's supervisor (Steve Sneed, Recreation Center Coordinator) who prepared an in-depth written definition of the work performed by this incumbent, along with theater diagrams and descriptions;
- February 11, 1997 telephone interview of a Seattle Center Human Resource Manager to compare stage technician duties at the Center with those at Langston Hughes; and
- Other classification information related to the reclassification request that is internally available.

Background

The Langston Hughes Cultural Arts Center is a mixed-use theater requiring various levels of stage technician support, depending on the theater user. Under a Joint Use Agreement with the Seattle School District, about half of the theater's time is in support of school-related theater programs. The remaining time consists of co-productions (for example, the *"San Francisco Mime Theater"*), productions planned by the City of Seattle (for example, the current show, *"Jellyroll"*, produced by a touring company) and smaller community-produced amateur or professional shows. Each season's production schedule is planned jointly by the Recreation Programs Manager, the Recreation Center Coordinator assigned to Langston Hughes and the incumbent in the subject position.

Summary of Work

Information provided here was derived from the PDQ for the position in addition to information provided by the position's supervisor about production planning, scheduling and producing shows at the Langston Hughes Center. Though the position is a .50 FTE, it is centrally involved in staging shows with the School District, tour groups and community organizations.

Specific activities include:

- Designing lights for a show (or working with the sponsoring organization to lay out lighting design);
- Supervising stage crew of between 2 and 5 stage hands for the load-in of lighting equipment;
- Hang, focus and operate lighting equipment during productions and take down the equipment on completion;
- Act as liaison with user groups and guest performers and technicians; advise and assist guest users with acquiring and operating equipment;
- When stage is dark, maintain technical light and sound equipment; repair, adjust, maintain and store equipment.

Analysis

A review of the *Recreation Attendant* classification specification indicates that this position is not performing the duties of that class. *Recreation Attendants* (Spec No. 3200003) assist in planning, organizing and supervising indoor and outdoor recreational activities. Technical work is not assigned to employees in this class; therefore, this class is not appropriate for the work performed in Position No. 019736.

According to the Agreement between the Joint Crafts Council and the City of Seattle, Appendix C (IATSE, Local 15), a regular *"Stage Technician"* title and salary does not exist. By agreement, the Seattle Center (primary employer of stage crew personnel) hires intermittent employees on an "as-needed" basis. Permanent, regular *"Lead Stage Technicians"* supervise the work of the stage technicians and grips. (NOTE: *"Grip"*, an intermittent title recently created and negotiated with Local 15, represents a less-skilled body of work than *"Stage Technician-Int."*)

"Stage Technician-Int" is not appropriate for this body of work for several reasons:

(1) The body of work associated with this title does not include the higher level duties performed by this incumbent; for example, the liaison work with amateur groups, the Seattle School District and community productions requires this position to ensure the personal safety and professionalism of production members and care of City or guest performers' equipment during all phases of the productions or performances.

(2) This position supervises stage crews of between two and five technicians during load-in and load-out for each production. The position also performs stage lighting, electrician and contracts for sound technician services.

(3) Its status as an intermittent title makes *"Stage Technician-Int"* inappropriate; a classification does not exist for the work of the *"Stage Technician-Int"* nor is one contemplated. The union contract between the City and Joint Crafts Council identifies stage crew work as temporary.

A comparison of this position's work with the classification specification (#9151005) for *"Lead Stage Technician"* reveals a consistency between the distinguishing characteristics of the class and the expectations of this position. Examples include:

- *". . . Staging needs vary from event to event and the technician must provide the appropriate equipment and service necessary to accommodate user requests. . ."*
- The specification stresses the independent nature of work performed by leads and the necessity of on-the-spot problem solving with nondeferable deadlines.
- Safety is a central concern of this position and according to the specification, *Lead Stage Technicians* are expected to *"Check stage facilities and equipment for possible hazards to other employees, performers or the public."* The requirement for due diligence about safety is consistent between the class specification and the work of the subject position.
- Finally, according to the class spec, *"Employees deal directly with clients to ensure client needs are met."*

Recommendation

Based on information provided for this review, we recommend reclassification of Position No. 019736 from *Recreation Attendant* to *Lead Stage Technician*. In accordance with a request by the Parks & Recreation Superintendent, the effective date of this action is July 11, 1991, the date of the earliest signed PDQ by incumbent, Mark A. Smith.

CITY OF SEATTLE
EXECUTIVE SERVICES DEPARTMENT
PERSONNEL DIVISION

CLASSIFICATION DETERMINATION REPORT

Date: February 26, 1997 **Report No.:** 97-1154

POSITION IDENTIFICATION

Department: Parks & Recreation

Classification Title: Naturalist

Ordinance Title: Naturalist

Position Number: See Exhibit A **Current Salary:** $15.36 - $17.86

Bargaining Unit: 030 **Range:** 26.0A

Remarks: Detailed position history is available in the Records Unit of the Personnel Division

RECOMMENDED ACTION

Classification Title: Public Education Program Specialist

Ordinance Title: Public Education Program Specialist

Bargaining Unit: 030 **Recommended Salary:** $17.22 - $20.04

Legislation Required: Yes **Range:** 29.0A

Remarks See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent: See Exhibit A

Current Standing: See Exhibit A

Recommended Standing: See Exhibit A

In recommended standing, incumbent status is: See Exhibit A

[ ] **Regular** [ ] **Probationary** [ ] **Temporary** *(exam required)*

Authority: Personnel Rule

[ ] **2.3.100** [ ] **2.3.200** [ ] **2.3.300**

Remarks:

Recommended: Team 1 Classification/Compensation Analyst(s)

Approved: Edie Jorgensen Classification/Compensation Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

g:\groups\cc\team1\clasrept\97-1154

Review Team

This review was conducted by members of Class/Comp Team 1 consisting of Jimmy Woo, Curt Funk and SharonLee Nicholson. SharonLee Nicholson wrote the report.

Source of Request and Position Identification

Five *Naturalist* positions at the Woodland Park Zoo are included in this request: Position No. 018225, 018826, 019925, 024388 and 024186. Although Position 024186 was abrogated in 1996, it is included in this review due to the length of time this issue has remained open.

In the Classification Project (Phase III-Z, 1992), the Woodland Park Zoo *Naturalist* positions were allocated to the title, *Education Program Specialist.* Simultaneously in Phase III-Z of the Project, the Aquarium *Marine Education Specialist* positions were allocated to *Education Program Specialist.* According to documents submitted by the Parks & Recreation Department, both Woodland Park Zoo *Naturalists* (five positions) and the Aquarium *Marine Education* Specialists appealed the 1992 allocation, requesting instead the classification, *Public Education Program Specialist.* No Classification Project records exist indicating that either appeal was received by Classification/Compensation. Finally, in 1995, the Aquarium positions were reclassified to *Public Education Program Specialist.* A thorough review and research of all Classification Project records reveals that the appeals of the Zoo *Naturalist* incumbents were never processed and because the Classification Project has been completed, the appeals will be addressed as a routine classification review request in this report.

In a November 5, 1996 memorandum, Linda Farrell of the Woodland Park Zoo requested resolution of the *Naturalist* request for reclassification to *Public Education Program Specialist.* On January 16, 1997, Joan Miller, Parks & Recreation Department HR Manager, requested that Classification/Compensation review the *Naturalists'* request for reclassification that dates back to the date of the Classification Project appeal period.

Scope of Review

This review consisted of the following:

- Joan Miller, Parks HR Manager Memo to Lidia Santiesteban, January 16, 1997 summarizing history of the request and resubmitting it;
- Linda Farrell, Parks (Woodland Park Zoo) Memo to Lidia Santiesteban, November 5, 1996 detailing the history of the *Naturalists'* and *Marine Education Program Specialists'* appeals;
- Classification Determination Report No. 06-95 reclassifying six *Marine Education Program Specialist* positions to *Public Education Program Specialist.*

- Dave Towne (Woodland Park Zoo) Memo to Joan Miller, March 9, 1992 regarding the Phase III-Z allocations of the Zoo and Aquarium positions with attached "Classification Project (AY) Appeal Forms dated March 9, 1992 and supporting documentation;
- Joan Miller, Parks HR Director, Memo to "Affected Employees," February 19, 1992, transmitting the Phase III-Z allocation documents and information about how to appeal the Class Project allocation;
- Position Description Questionnaire for incumbent, (no position number) for the *Naturalist* body of work requesting reclassification to an education-related title, March 19, 1985;
- Classification Project (AY) Appeal Form, February 25, 1992, for , signed by supervisor, manager and the HR Director;
- Job Description Booklet for *Naturalist* incumbent, , (no position number) describing the work activities and tasks associated with the work of the position (undated);
- Class Specification (#2250004) for *Naturalist*;
- Class Specification (#2250504) for *Public Education Program Specialist*;
- Other classification information available internally.

Summary of Work

The subject positions develop, implement and evaluate education programs, classes and zoo information services. They direct staff and volunteers in producing and presenting education programs. More than 50% of the time typically is spent in education-related activities. Those activities include:

- Writing curricula;
- Training public school teachers (e.g., week-long workshops);
- Developing docent programs for volunteers including training, supervising and evaluating the programs;
- Developing brochures and other marketing information for various educational programs;
- Serving as education liaison on Zoo staff training committee.

Analysis

The work of the *Naturalists* at the Woodland Park Zoo is described in detail in information they submitted with their Project appeal. Briefly, they plan, develop, deliver and evaluate educational programs for the general public, public school students and teachers. They develop promotional information, teaching aids and other presentation materials. The *Naturalists* are responsible for overseeing and evaluating the work of consultant educators and vendors and serve as liaison with other agencies and community groups. A major emphasis of the Naturalists' responsibilities at the Zoo is

on developing a strong volunteer docent program since a well-developed and well-managed docent program provides a more comprehensive education program to the public and uses the resources of the department in a fiscally responsible way. A review of the *Naturalist* class specification reveals duties that include the following: plan, develop and implement education programs for various age groups and levels including nature walks and interpretive programs related to natural and cultural features of a park. According to the spec, positions in this class may have lead responsibility for Recreation Leaders, Education Aides, volunteers and others.

The *Naturalist* specification identifies working with volunteers as an appropriate duty of positions in this class. However, a docent program as carried out at the Woodland Park Zoo is considerably more structured than working with volunteers as described in the specification.

Education as it is described in the *Naturalist* class specification is in the context of recreational education. In comparison, the educational work of the subject *Naturalist* positions is in the context of environmental education intended to encourage changed behavior. That is, environmental education that changes behavior successfully teaches the relationship between the health of the external natural world and the general health of the human species.

From this perspective, a review of the specification for *Public Education Programs Specialist (PEPS)* class indicates greater consistency with the work of these positions. For example, positions in the *PEPS* class are responsible for evaluating the effectiveness of the education programs. When programs by these employees or by consulting educators do not meet the stated goals and objectives of the curricula, it is the responsibility of these employees to take appropriate actions to redesign the course work accordingly.

An additional area of significant difference between the work of these positions and the *Naturalist* classification specification is in the responsibility for consultant educator contracts. These positions are expected to provide sufficient support to consultants to ensure the effective delivery of environmental education programs. The *Naturalist* class spec does not provide for consultant contract responsibility.

On the other hand, the *Public Education Programs Specialist (PEPS)* class provides for considerable interaction between employees and consultant educators. For example, the *(PEPS)* class spec states that employees "...coordinate and participate in the selection of consultants and monitor and administer contracts for public education consultants..."

The Classification Project has been finalized and appeals related to that activity are no longer being accepted or acted on. However, because the Classification Project

records indicate no record of these appeals, this report shall serve as a full response to the employees' concerns expressed in the appeals.

Recommendation

Based on our review of the material submitted with this request, we recommend that the subject positions be reallocated to the *Public Education Programs Specialist* class. We further recommend that the effective date of this action be January 3, 1991, consistent with the Parks & Recreation Department's request for a 1991 decision on the employees' requests. Employee service credit begins January 3, 1991 or at a later date when the employee entered a position classified with this title.

EXHIBIT A
CLASSIFICATION DETERMINATION REPORT NO. 97-1154

RECOMMENDED CLASSIFICATION TITLE:
Public Education Program Specialist

RECOMMENDED SALARY:
$17.22 -- $20.04 (Range 29.0A)

Incumbent		**Dept**	Parks
Position No.:	019924	**Current Salary:**	$15.36 - $17.86
Current Class Title:	NATURALIST	**Range:**	26.0A
Ordinance Title:	NATURALIST		
Current Standing & Status	Naturalist	Regular	
Rec Standing & Status	Public Education Programs Specialist	Regular	
Authority: Personnel Rule No. 2.3.100			
Remarks:			

Incumbent		**Dept**	Parks
Position No.:	018826	**Current Salary:**	$15.36 - $17.86
Current Class Title:	NATURALIST	**Range:**	26.0A
Ordinance Title:	NATURALIST		
Current Standing & Status	Naturalist	Regular	
Rec Standing & Status	Public Education Programs Specialist	Regular	
Authority: Personnel Rule No. 2.3.100			
Remarks: Previous Affected Incumbents:	Lennox, Charles F. - 1/1/93 - 6/1/93 O'Connor, Teresa - 1/3/91 - 10/13/92		

Incumbent		**Dept**	Parks
Position No.:	024186	**Current Salary:**	$15.36 - $17.86
Current Class Title:	NATURALIST	**Range:**	26.0A
Ordinance Title:	NATURALIST		
Current Standing & Status	Naturalist	Regular	
Rec Standing & Status	Public Education Programs Specialist	Regular	
Authority: Personnel Rule No. 2.3.100			
Remarks:			

Exhibit A, Classification Determination Report 97-1154

Incumbent		**Dept**	Parks
Position No.:	018825	**Current Salary:**	$15.36 - $17.86
Current Class Title:	NATURALIST	**Range:**	26.0A
Ordinance Title:	NATURALIST		
Current Standing & Status	Naturalist	Regular	
Rec Standing & Status	Public Education Programs Specialist	Regular	
Authority: Personnel Rule No. 2.3.100			
Remarks: Previous Affected Incumbents	Mozel, Gary D., 1/3/91 - 6/1/93		

Incumbent		**Dept**	Parks
Position No.:	024388	**Current Salary:**	$15.36 - $17.86
Current Class Title:	NATURALIST	**Range:**	26.0A
Ordinance Title:	NATURALIST		
Current Standing & Status	Naturalist	Regular	
Rec Standing & Status	Public Education Programs Specialist	Regular	
Authority: Personnel Rule No. 2.3.100			
Remarks:			

S.L. Nicholson, Analyst

Comparison
Naturalist and Public Education Specialist Classes for Classification Report No. 97-1154

Class	Summary	DCCs	Min Quals	Supv Recd	Supv Resp
Naturalist, #2250004	Plan, develop, coord, impl nat'l science educ, interpret, info svc programs	Journey, reqs spec knowldg of ed progr dev & teaching exp in nat'l science, cultural history, etc. Reqs making decisions on progr content & presentations. Guidelines exist in dept policies & procedures	Min 2 yrs of exp in zoo, aquarium, museum, park or similar facility; preparing similar BA in nat'l sciences, nat'l resource mgmt, education or related field	General Supervision	May lead Rec Leaders, Rec Attends,, Ed Aides, Volunteers & Interns
Public Ed. Prgrm Spec, #2250504	Plan, coord, dev, impl, deliver & eval public ed & community programs, classes & presentations	Develop promo, info programs & mat'ls; serve as liaison w/schools & other groups/orgs; coordinate & participate in selecting consultants; monitor & administer contrs for public education consultants	One yr exp in planning & delivering public education programs. BA in English, Education, Communicatons or related field.	General Supervision	

Comparison
Naturalist and Public Education Specialist Classes for Classification Report No. 97-1154

Job Title	Summary (Pos. Info)	Duties	Min Quals	Supv Recd	Supv Resp
Naturalist (Woodland Park Zoo)	Develop, implement & evaluate ed programs, classes & zoo info svcs. Emphasis is on communication and education activities (develop curricula, conduct workshops, train docents, coordinate marketing and media contacts.	Plan, dev & impl educ programs for all age levels; evaluate & modify programs; conduct teacher workshops; dev/teach wk-long workshops in animal behavior to teens. Direct docent implementation of education programs.	BA in Biological Sciences, Nat'l Resource Mgmt Education Interpretation or related field.	General	Supervises docents, intermittent education aides, recruit & monitor consultant contractors (fee-supported class instructors)
Public Ed. Prgm Spec (Aquarium)	Plan, develop & deliver ed. programs to gen'l public, students (K-16) and teachers; develop promo info, teaching aides & other presentations.	Plan, develop and implement educational programs; oversee & evaluate work of consultants & vendors; research & develop exhibit themes; serve as liaison w/other agencies & community groups.	Experience in teaching & curriculum development; degree in biology, education or other scientific fields related to the work.	General	Not stated; however, these positions do oversee & evaluate consultant contract educators.

CITY OF SEATTLE
PERSONNEL
DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: Dec. 13, 1996 **Report No.:** 95-446A

POSITION IDENTIFICATION

Department: Police

Classification Title: Senior Planner

Ordinance Title: Senior Planner

Position Number: 017322

Bargaining Unit: 030 **Current Salary:** $24.12-$28.04 (Range:38.5A)

RECOMMENDED ACTION

Classification Title: Senior Executive Assistant

Ordinance Title: Senior Executive Assistant

Legislation Required: Yes

Bargaining Unit: 030 **Recommended Salary:** $24.12-$28.04 (Range:38.5A)

Remarks See next page for pertinent allocation information. This report is in response to a reconsideration, and supersedes Report #95-446.

INCUMBENT STATUS

Incumbent:

Current Standing: Senior Planner

Recommended Standing: Senior Executive Assistant

In recommended standing, incumbent status is:

[ ] Regular; [ ] Probationary: [X] Temporary.

Authority: Personnel Rule

[ ] 2.3.100; [ ] 2.3.200; [X] 2.3.300.

Remarks:

Recommended: Team 1 I.O. Classification/Compensation Analyst(s)

Approved: John Pearson Classification/Compensation Supervisor

Lidia Santiesteban Classification/Compensation Director

Personnel Director

This position is being reviewed as a result of a request for reconsideration filed by the Police Department. The Police Department filed for a reconsideration of Classification Report # 95-446, which recommended reclassification of the subject position from Senior Planner to Executive Assistant. Implementation of Report # 95-446 was held pending the outcome of the reconsideration, so the position is still a Senior Planner. For reference, the complete text of the original Report # 95-446 is reprinted below:

> "This position was group reviewed as a result of a reorganization within the Police Department. The department is requesting this position be classified as a Senior Executive Assistant. Please refer to the Position Description Questionnaire on file for a detailed listing of duties and responsibilities and to the Position History Card for a history of the position.
>
> "Prior to the reorganization, this position was classified as a Senior Planner within the Inspectional Services Division and was responsible for the design and development of the Police Department's strategic programmatic budget plan and for the development of the operational and programmatic policy portion of the budget, including goals, objectives, benchmarks and performance measures, issue papers, work programs, neighborhood requests, and organizational charts for each of the budget units and for the department as a whole. The position conducted strategic budget planning and analysis and developed budget implementation and monitoring policies and procedures; ensured consistency of operational and programmatic policy materials with fiscal, personnel and incremental portions of the budget; designed developed, distributed, analyzed and monitored overtime control allocations for the department; ensured consistency of organizational changes with the budget, ordinances, personnel lists, etc.; analyzed and studied efficiency and effectiveness of new and ongoing department programs and operations to assist managers to keep within authorized budget levels; developed systems/programs for budgetary forecasting and financial accountability; and integrated City Comprehensive Plan and SPD long-range plan with budget and other short-term operational goals, plans and authorization levels.
>
> "Under the Police Department reorganization, the Chief of Staff function is held by the Assistant Chief of the Support Bureau whereby the Chief of Police has delegated formal day-to-day administrative and management functions for the department to the Chief of Staff. The subject position has been transferred to the Support Bureau and is currently responsible for assisting the Support Bureau Chief/Chief of Staff by serving as the project lead in the development and operation of a departmental project management system, including identification and screening of projects, briefing of senior management, coordination between commanders, monitoring and tracking project status, and collecting and maintaining information for all assigned projects. The position will conduct and manage special projects and tasks on complex and confidential issues related to department administration, management and operations; develop options and solutions, and prepare reports, briefings and recommendations for the Police

Chief, Chief of Staff and Senior Management Team; act as liaison between Chief of Staff and other Bureau and Section Commanders, Executive and Legislative offices, and other City and non-City agencies, community groups and citizens; disposition of routine matters for Chief of Staff; prepare reports and correspondence for Police Chief and Chief of Staff; and assist Chief of Staff in handling Support Bureau budget, personnel, training and management issues and operations.

"It is clearly evident that the subject position's title of Senior Planner is not appropriate to describe its current body of work. Whereas the position's former role was to provide financial analysis and strategic and programmatic planning, in its current capacity, this position provides professional staff support to the Support Bureau Chief/Chief of Staff and in particular, is responsible for developing and managing a department-wide project management system. The Police Department believes Senior Executive Assistant is the appropriate allocation for this position due to the department-wide scope of the duties and associated functions, the high level of analytical and the project management skills required and the independent nature of the position. The department cites that with the formal delegation of day-to-day managerial and administrative functions to the Chief of Staff, many of the responsibilities previously handled by the Chief of Police have now been assumed by the Chief of Staff and the subject position would be handling many of these responsibilities and functions in the capacity previously performed by the Administrative Assistant to the Chief and parallel with Senior Executive Assistants to other department directors.

"The Executive Assistant and Senior Executive Assistant classifications are part of a class series whose primary functions are to provide professional administrative and analytical support in the areas of budgeting, personnel administration, office management and special projects for an organizational entity and/or upper level management. The primary distinction between the Executive Assistant and Senior Executive Assistant classifications are that the former provides support for a small department or division of a large department and the latter supports the head of a department or a deputy superintendent.

"For this classification review, we concur that the body of work being performed is professional administrative support work inherent to the Executive Assistant class series. However, we do not concur that it should be allocated to the senior level within the series. The subject position provides support to the Support Bureau Assistant Chief, which is equivalent to a division director, and does not report to the department head level- the Chief of Police. As stated above, this reporting relationship is the primary, as well as fundamental, distinction between the two levels of Executive Assistants in the class series.

"The clear intent of Class Specification # 2401506- Senior Executive Assistant, is that it be applied to those positions directly reporting to and providing support for a position at the department head or deputy superintendent level. The subject

position does not report to the Chief of Police, rather it reports directly to the Assistant Chief of the Support Bureau, who also serves as the 'Chief of Staff.' In the same vein, while the Chief of Staff 'administers and manages' and the Chief of Police 'leads,' the Chief of Police remains indisputably the 'department head' and is totally responsible and accountable for that entity. The delegation of responsibilities and work from the Police Chief's office to the Support Bureau Chief's office is inconsequential with regard to the subject position's allocation level. Delegation of tasks from superiors to direct reports and their staffs is not an atypical practice. Regardless, the subject position is still accountable and answers directly to the Support Bureau Chief, not the Chief of Police.

"Based upon the duties and responsibilities of this position, It is recommended this position be allocated to Executive Assistant effective March 21, 1995 which represents the date of the Police Department's reorganization."

The Seattle Police Department (SPD) filed for a reconsideration of the above determination, and a reconsideration meeting was held on December 5, 1996. Attending from SPD were the incumbent, a Personnel Specialist, former Chief of Staff and the current Chief of Staff (who is the incumbent's direct supervisor). Prior to the reconsideration meeting, SPD submitted additional written information in support of the reconsideration. This information consisted of a notebook containing examples of work, descriptions of projects and assignments, and other pertinent information.

The Police Department is requesting Senior Executive Assistant as the classification for this position, arguing that the work the position performs is of a scope and complexity which requires both an understanding and knowledge of issues, policies, and operations throughout SPD and a high level of analytical, organizational, and communication skills. In addition to the tasks performed by this position as reflected in the samples of work of the incumbent, this position performs a variety of liaison and management functions. The subject position has also been the official SPD representative (vs. a "stand-in" for the Chief of Staff) at such regional efforts as the Criminal Justice Information Network Steering Committee and at such national efforts as the Police Executive Research Forum's Process Mapping Project.

It has been clearly established in class determination report #96-446 that this position no longer functions within the capacity of a Senior Planner, but rather within the staff assistant class series. However, the language on the Senior Executive Assistant class specification states its application is to be for those positions reporting to department heads or deputy superintendents (City Light Department). The application of the Senior Executive Assistant class specification was specifically intended for usage at the level of top decision making authority within a department or where the organizational level/unit (City Light- Branch) was equivalent in size to some departments. The SPD cited that the Chief of Police delegates work to the Assistant Chief of the Support Bureau, who also serves as the "Chief of Staff". As Chief of Staff, the Assistant Chief acts as the Chief of Police/department head at all times on all issues pertaining to the daily operations of the Department. The Chief of Staff is doing the work normally done by a Department head, and the professional support position which supports the Chief of Staff is

doing the work normally don by an aide to a Department head. this regard, the subject position is performing staff assistant work for a superior who is functionally at a level equivalent to a department head. [For the record, it was also clarified that the Chief of Staff function is not permanently assigned to any one bureau within SPD. When the PDQ for this position was submitted, the function resided with the Support Bureau and this position was part of that bureau. At the present time, however, the Chief of Staff is also the head of the Professional Responsibility Bureau. Thus, this position has been transferred to that bureau.]

Based on SPD's clarifications of the responsibilities of this position and its reporting relationship, the reconsideration board is revising the original classification determination from Executive Assistant to Senior Executive Assistant effective March 21, 1995 which represents the date of the Police Department's reorganization. This recommendation supersedes the recommendation of Executive Assistant made in the original Classification Report # 95-446.

Concurrent with this report, we are also revising the class specification for Senior Executive Assistant to clarify that the reporting relationship may also be to a deputy department head who has full department-wide authority.

CITY OF SEATTLE
EXECUTIVE SERVICES DEPARTMENT
PERSONNEL DIVISION

CLASSIFICATION DETERMINATION REPORT

Date: 3/7/97 **Report No.:** 971155

POSITION IDENTIFICATION

Department: Seattle Center

Classification Title: Administrative Staff Assistant

Ordinance Title: Administrative Staff Assistant

Position Number: 025044 **Current Salary:** $ 17.53- $20.44

Bargaining Unit: 030 (Range 29.5A)

RECOMMENDED ACTION

Classification Title: Manager

Ordinance Title: Manager V

Bargaining Unit: 030 **Recommended Salary:** $24.75- $28.77

Legislation Required: Yes (Range 38.5A)

Remarks See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:

Current Standing: Administrative Staff Assistant

Recommended Standing: Manager

In recommended standing, incumbent status is:

[ ] Regular [ ] Probationary [X] Temporary (exam required)

Authority: Personnel Rule

[ ] 2.3.100 [ ] 2.3.200 [X] 2.3.300

Remarks:

Recommended: Team 1 Classification/Compensation Analyst

Approved: Edie Jorgensen Classification/Compensation Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

This review was conducted by a team of Classification/Compensation Analysts consisting of Sharon Lee Nicholson, Jimmy Woo, and Curt Funk. The report was prepared by Jimmy Woo.

Source of Request/Position Identification:

This position was reviewed as a result of a request from Seattle Center management. The department is requesting the position be reclassified to Manager III. The position reports directly to the Seattle Center Director.

Position History:

A complete history of this position may be found in the Personnel Records Unit.

Scope of Review:

Review of this position consisted of the following:

- Position Description Questionnaire (PDQ) submitted for this review;
- Class Specification No.2402004- Administrative Staff Assistant;
- Position file contents;
- Meeting with the Seattle Center Personnel Manager and
- Corroboration among a team of Classification Analysts

Summary of Work

The primary purpose of this position is to manage the functions and professional staff responsible for Seattle Center's marketing/PR programs. This position is responsible for planning, coordinating and managing the Center's advertising and marketing activities, directing the activities of the internal and external communications programs, and providing oversight and guidance for media relations activities.

NOTE: *For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaire (PDQ) submitted for this review and included in the position file.*

Analysis:

As an Administrative Staff Assistant, this position was responsible for providing assistance to the Seattle Center Director and Deputy Director in administering and coordinating departmental projects including monitoring and implementing the Transition Period Strategic Business Plan; serving as member of Coliseum Closure Task Force; serving as member of Seattle Center Communications Committee; managing the Seattle Center Summer Youth Employment Program; researching and analyzing issues relating to Seattle Center marketing strategies; and participating in sponsorship proposal meetings.

The above duties and responsibilities are appropriately summarized by the subject position's current classification, Class Specification No. 240200- Administrative Staff Assistant, as follows: Positions in this class serve as staff assistant to a small section or unit or to departmental management, perform general administrative functions and assist in the coordination of department projects and programs.

The role of the subject position has evolved in response to external business competition and the departure of the Deputy Director of Marketing. Specifically, the future Deputy Director will focus on the delivery of services to clients regarding booking and production issues and the subject position will assume responsibility for marketing functions and leadership over the marketing team. This position will work closely with the executive team to understand the direction the Seattle Center is heading towards and translate that mission into marketing and communications programs which enhance and support those business initiatives.

This position will now manage a professional marketing unit consisting of a Public Information Manager, Sr. Public Information Specialist, Public Relations Specialist and a Marketing Development Coordinator. In this new capacity, the subject position manages the work and personnel of the marketing/PR unit by assigning work; performing, as well as, assisting staff with complex work; providing guidance and direction on work; hiring, training, evaluating and disciplining staff; preparing the unit budget; selecting consultants; and working with senior executives of current and potential clients.

The direction of the department's marketing program is to be more proactive, targeted and focused. The Seattle Center recognizes the importance and financial impacts of the marketing program, and demonstrates its support by now having the subject position report directly to the department head. It is the intent and desire of the Seattle Center to have the subject position support the department's marketing strategies while enabling the subordinate Public Information Manager to continue its emphasis on public relations/information.

The department's request for a Manager III level would result in a salary compression problem with the subordinate Public Information Manager, which is also compensated at Salary Range 37.5A . A Manager V would appropriately recognize its scope of management responsibilities and also preclude any salary compression between itself and its highest paid subordinate.

Recommendation:

Based on the above, the review team recommends this position be reclassified to Manager V effective January 1, 1997, which represents the date the Seattle Center assigned the subject position its current duties and responsibilities.

CITY OF SEATTLE
PERSONNEL
DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: 1/29/97 **Report No.:** 971146

POSITION IDENTIFICATION

Department: SPU

Classification Title: Unclassified

Ordinance Title: Civil Engineering Specialist, Associate

Position Number: 017849

Bargaining Unit: 004 **Current Salary:** $20.52 - $23.90 **(8/96 Salary Sched.)**

RECOMMENDED ACTION

Classification Title: Systems Analyst, Senior

Ordinance Title: Systems Analyst, Senior

Bargaining Unit: 030

Legislation Required: yes **Recommended Salary:** $23.18 - $ 27.03 **(Range 37.5A)**

Remarks See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:

Current Standing: MSA (ILO Civil Engineering Specialist. Associate)

Recommended Standing: Systems Analyst, Senior

In recommended standing, incumbent status is:

[ ] **Regular** [ ] **Probationary** [X] **Temporary** (exam required)

Authority: Personnel Rule

[ ] **2.3.100** [ ] **2.3.200** [X] **2.3.300**

Remarks:

Recommended: Steven Aspiras Senior Classification/Compensation Analyst

Approved: John Pearson Classification/Compensation Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

Source of Request/Position Identification:

This position was reviewed as a result of a Departmental request. Position No. 017849 is located in the Information Technology Division (ITD) of the new Seattle Public Utilities (SPU) that was created in 1997. During the consolidation, the ITD combined portions of SED and SWD. The subject position is formerly from the SWD division that now reflects the consolidation of technology services, including financial systems support and Geographic Information Systems (GIS) support for the direct service area and the watershed.

Position History:

A complete history of this position may be found in the Personnel Records Unit.

Scope of Review:

Review of this position consisted of the following:

- Position Description Questionnaire (PDQ) submitted for this review;
- Class Specification No. 2100005/Systems Analyst, Senior;
- Class Specification No. 2100004/Systems Analyst;
- Class Specification No. 235004/Management Systems Analyst;
- Comparison to similar positions;
- Organizational charts;
- and position file contents;

Summary of Work

The primary purpose of this position is to provide lead technical expertise and direction on projects and applications with emphasis on the use of Geographic Information Systems (GIS) technology. The position will plan, analyze, design, develop, and implement computer applications and systems for SPU.

NOTE: *For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaires (PDQs) submitted for this review and included in the position file.*

Analysis:

The position is being filled in-lieu-of as a Management Systems Analyst (MSA). MSAs can be characterized as providing advice and service to management on specific operational and administrative processing and reporting systems by analyzing data gathered, developing information and considering all available solutions and alternatives. They are responsible for establishing the flow of information, determining how and to whom it will travel, and interfacing with users and Systems Analysts to design an organizational system that achieves maximum efficiency from an operational perspective. Conversely, the requested Systems Analyst (SA) series provides the technical expertise to allow the MSA to consider the full range of solutions. The SA provides technical support to ensure that the automated aspect of

the "system" is functioning optimally both systematically and through the user employing it. SAs perform functions such as writing code, writing formulas, establishing network links through programmatic functions, etc.

Due to the reorganization, the subject position specifically works in new application development and is involved in leading the GIS enterprise that is growing with significant increases in workload for products and services. The complexity of the work combined with its technical lead or project manager duties places the work of the subject position above the journey level. Class Spec No. 210004/Systems Analyst, distinguishes the Senior Systems Analyst by the more complex or technical projects and that the position may serve as project lead. The work at the senior level also requires considerable knowledge of system design and development practices, concepts and methods appropriate to a specialty such as GIS.

The duties and responsibilities described in the PDQ submitted for this review are consistent with those outlined on Class Spec No. 2100005/Systems Analyst, Senior. The Class Summary for the Senior level reads: "Positions in this class plan, develop, coordinate and analyze data processing systems to determine feasibility and practicality of requested service; diagnose system failure to isolate source of problem between equipment, system software and application programs; and may coordinate and/or serve as lead to subordinate staff."

SPU management feels an inequity has occurred with the increasing need for technology solutions to support its' varied function. As several utilities merged to form SPU, the solutions have grown not only in quantity, but in complexity and scope as several utilities have been merged into one department. By reclassifying this position, SPU will be able to manage DP Projects while reducing the need to hire additional permanent staff or pay increased management fees to consultants.

Recommendation:

Based on evaluation of the duties and responsibilities of position #017849, it is recommended this position be reclassified to Systems Analyst, Senior. This action should be effective January 21, 1997, to coincide with the initial date management submitted the request.

CITY OF SEATTLE
PERSONNEL
DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: 2/26/97 **Report No.:** 971175

POSITION IDENTIFICATION

Department: Seattle Public Utilities

Classification Title: Unclassified

Ordinance Title: Data Entry Operator, Principal

Position Number: 024617

Bargaining Unit: 004 **Current Salary:** $13.26 -14.28 **Range** 20.0C

RECOMMENDED ACTION

Classification Title: Administrative Specialist III

Ordinance Title: Administrative Specialist III - BU

Bargaining Unit: 035

Legislation Required: yes **Recommended Salary:** $15.05-16.88 **Range** 24.5B

Remarks See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:

Current Standing: Data Entry Operator, Principal

Recommended Standing: Administrative Specialist III

In recommended standing, incumbent status is:

[ ] Regular [ ] Probationary [X] Temporary (exam required)

Authority: Personnel Rule

[ ] 2.3.100 [ ] 2.3.200 [ ] 2.3.300

Remarks: Per Article 9.7 C of the Local 17 Bargaining Agreement

Recommended: Steven Aspiras Sr. Classification/Compensation Analyst

Approved: John Pearson Classification/Compensation Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

Source of Request/Position Identification

This position was reviewed as a result of a request from Departmental management. The department feels the role of this position has changed from data entry to being responsible for preparing reports and managing the Water Quality Lab's database.

Position History

A complete history of this position may be found in the Personnel Records Unit.

Scope of Review

Review of this position consisted of the following:

- Position Description Questionnaire (PDQ) submitted for this review;
- Class Specification Nos. 7350505/Senior Water Laboratory Assistant, No 4050005/Administrative Specialist II and No 4050006/Administrative Specialist III;
- organizational charts affecting the subject position;
- comparison to other similar positions; and
- other records internally available.

Summary of Work

This position is located in the Water Quality Division, Regulatory Compliance Section/Resource Management of SPU. This section ensures that Seattle's water meets federal and state water quality regulations. The primary purpose of this position is to: record the laboratory's analytical results; analyze the results and prepare summaries and regulatory and informational reports; assists' others in the department in obtaining information from the Regulatory Compliance Section's database; and to manage the Section's database on a day to day basis.

NOTE: *For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaires (PDQs) submitted for this review and included in the position file.*

Analysis

A quick perusal of the 1997-1998 Budget for the new Seattle Public Utilities shows as an objective, under Resource Management, their support of the development of the new Water Quality Facility, including Lab Automation. The reclassification will allow database management and data analysis to be performed by the subject position. Water Quality Analysts (WQA) who are already performing ongoing and new work resulting from the reorganization within the Regulatory Compliance section, and off-site staff (e.g., Information Systems) would otherwise have to perform this supportive work.

The duties of the subject position were compared to the duties of other positions in the Unit. For example, Class specification #7350505/Senior Water Quality Laboratory Assistant (SWLA) was reviewed. SWQLA, in conjunction with the SWQA and supervisor, perform routine bacteriological or chemical testing, prepare media or stock solutions, perform quality assurance testing and related testing as required. The work includes recording data, and preparing reports.

Review of the Administrative Support series was also conducted and confirmed that positions allocated to the Administrative Specialist II level perform the full range of administrative support functions for higher level management or perform specialized administrative support tasks in support of program activities. The work of this class requires advanced knowledge of general office practices and procedures and requires comprehensive knowledge of departmental or program policy/procedures.

At the Administrative Specialist III level, positions perform highly complex and diverse specialized program support activities, or supervises a group of employees engaged in administrative or special support activities. Positions are expected to have a detailed working knowledge of highly complex procedures and regulations such as legally precise contract or program provisions, codes and ordinances. Representative duties at this level include; researching and compiling information on special assignments that require a high degree of program knowledge and independence; preparing reports with a high degree of sensitivity or confidentiality; and evaluating and recommending systems and equipment to improve administrative support functions.

Conclusion

The subject position performs work in support of the Regulatory Compliance - Water Quality Laboratory. It is required to have a high degree of knowledge of the bacteriological data base application system (IWRMS), as well as attention for detail to input laboratory data, prepare regulatory compliance and special reports, and maintain the bacteriologic data base system. It also assists others in the department in obtaining information from the Regulatory Compliance Section's database and manages the section's database on a day to day basis. In comparison to the titles reviewed, the duties of the subject position are most reflective of the Administrative Specialist III title.

Recommendation

Based on evaluation of the duties and responsibilities of position #024617, the appropriate allocation is Administrative Specialist III - BU. This action should be effective November 27, 1996, the date when management signed off on the PDQ.

CITY OF SEATTLE
PERSONNEL
DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: 3/5/97 **Report No.:** 971200

POSITION IDENTIFICATION

Department: Seattle Public Utilities

Classification Title: Unclassified

Ordinance Title: Planning & Development Specialist II

Position Number: 023883

Bargaining Unit: 030 Current Salary: $ 20.85 - $24.26 Range 34.0A

RECOMMENDED ACTION

Classification Title: Planning & Development Specialist, Senior

Ordinance Title: Planning & Development Specialist, Senior

Bargaining Unit: 030

Legislation Required: yes Recommended Salary:$23.78-$27.73 Range 37.50A

Remarks See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:

Current Standing: Planning & Development Specialist II

Recommended Standing: Planning & Development Specialist, Senior

In recommended standing, incumbent status is:

[X] Regular [ ] Probationary [ ] Temporary (exam required)

Authority: Personnel Rule

[ ] 2.3.100 [X] 2.3.200 [ ] 2.3.300

Remarks:

Recommended: Steven Aspiras Sr. Classification/Compensation Analyst

Approved: John Pearson Classification/Compensation Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

Source of Request/Position Identification

This position was reviewed as a result of an initial request in 1996 from SWD departmental management. The position was previously located in the Policy and Planning Division of SWD's Water Management & Planning Division. It is now in the Seattle Public Utilities Resource Management branch which is responsible for protecting and preserving Seattle's environmental resources that includes the region's water supply and local rivers, lakes, streams and creeks. This Division also manages the city's solid waste in an environmentally responsible manner.

Position History

A complete history of this position may be found in the Personnel Records Unit.

Scope of Review

Review of this position consisted of the following:

- Position Description Questionnaires (PDQ) submitted for this review;
- Class Specification Nos. 2203004/Planning & Development Specialist II and 2203005/Planning & Development Specialist, Senior;
- Position file contents;
- Comparison to similar positions; and
- other internal data available

Summary of Work

The primary purpose of this position is to represent the City's interest in intergovernmental water resources planning efforts including developing win/win solutions to difficult resource allocation and ecological restoration priorities. The position provides expertise, analyses, strategies, and information to our internal clients including the Director, Strategic Policy Director, City Councilmembers and the Mayor. External clients count on this position to represent Seattle priorities and policies and assist in developing solutions that benefit the region.

NOTE: *For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaires (PDQs) submitted for this review and included in the position file.*

Analysis

The Planning & Development class series can be characterized as planning, designing and implementing research programs or strategies. Duties include researching, analyzing, and evaluating data and preparing recommendations or alternatives in the development of physical development projects, new and revised services or programs,

policies, issues, or long range plans. The Senior level performs the more complex, technically difficult planning and highly sensitive projects, programs, issues, or policies assigned and/or project lead responsibilities over other staff engaged in planning design and research work.

The duties and responsibilities described in the PDQs submitted for this review are consistent with those outlined on Class Specification #2203005/Senior Planning & Development Specialist. The subject position briefs the SPU Director, City Councilmembers, and meets with the Mayor's office on Seattle Public Utilities - Water issues. It represents the City's position with other elected officials in the region including King County and suburban cities, and represents the Association of Washington Cities on the Governor's Watershed Coordinating Council, charged with developing a watershed approach for coordinating the state resource allocation and priorities. Lastly, it reviews, comments, and develops the City's position on state and local legislation affecting water resources management. Comparison of the preceding duties and responsibilities to the relevant class specification indicates that this position has been performing work at the Sr. P & D Specialist level.

Recommendation

Based on evaluation of the duties and responsibilities of position #023883, the appropriate allocation is Senior Planning & Development Specialist. This action should be effective May 3,1996, the date when management submitted the initial request.

PERSONNEL
DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: 2/28/97 **Report No.:** 971179

POSITION IDENTIFICATION

Department: Seattle Public Utilities

Classification Title: Unclassified

Ordinance Title: Civil Engineer Assistant I

Position Number: 023577

Bargaining Unit: 034 **Current Salary:** $18.37 - $19.85

RECOMMENDED ACTION

Classification Title: Civil Engineer, Associate

Ordinance Title: Civil Engineer, Associate

Bargaining Unit: 034

Legislation Required: yes **Recommended Salary:** $22.26 - $25.97

Remarks See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:

Current Standing: Civil Engineer, Assistant I

Recommended Standing: Civil Engineer, Associate

In recommended standing, incumbent status is:

[ ] Regular [ ] Probationary [X] Temporary (exam required)

Authority: Personnel Rule

[ ] 2.3.100 [ ] 2.3.200 [ ] 2.3.300

Remarks: Per Article 9.7C of the Local 17 Bargaining Agreement

Recommended: Steven Aspiras Sr. Classification/Compensation Analyst

Approved: John Pearson Classification/Compensation Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

Source of Request/Position Identification:

This position was reviewed as a result of a Departmental request. Position No. 023577 was previously located in the Drainage & Wastewater Utility (DWU) of the Engineering Department. DWU's purpose was to prepare, update, and oversee implementation of a city-wide comprehensive drainage plan; to acquire NPDES permits for Seattle's drainage systems and to develop programs to ensure compliance with permit conditions; to develop and oversee implementation of the City's Drainage Capital Improvement Program; to respond to citizen's complaints and to carry out miscellaneous other special drainage projects.

The position is now located in the Resource Management Division of SPU. Its mission is to protect and preserve Seattle's environmental resources, including the region's water supply and local rivers, lakes, streams and creeks, and manage the city's solid waste in an environmentally responsible manner.

Position History:

A complete history of this position may be found in the Personnel Records Unit.

Scope of Review:

Review of this position consisted of the following:

- Position Description Questionnaire (PDQ) submitted for this review;
- Class Specification Nos.7004503\Civil Engineer, Assistant & 7004504\Civil Engineer, Associate;
- Position file contents;
- Comparison to similar positions;
- Review of the organization unit affecting the subject position;
- and related classification files.

Summary of Work

The primary purpose of this position is to oversee creek related programs such as DWU's Creek Water Quality Restoration Program, a Dept. of Ecology funded grant. The position also acts as the project manager for the Seattle Conservation Corps crew doing creek restoration work, and project manager for a three year creek restoration study. The study is to develop an inventory and mapping of every creek in Seattle and define riparian corridors, and includes detailed reconnaissance surveys of capacity, erosion, water quality, habitat, vegetation, and fish passage problems along the larger creeks.

NOTE: *For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaires (PDQs) submitted for this review and included in the position file.*

Analysis:

The Assistant Civil Engineer class series can be characterized as performing entry-level professional civil engineering work in the planning, design, construction, operation and maintenance of municipal public works, utilities and services projects. The Assistant can be distinguished from the Associate level by the lower degree of complexity of work assigned and the greater amount of supervision received. Representative duties of an Associate level include: serving as project engineer on public works, utilities and service projects; supervising a group of engineers and specialists in the preparation of preliminary and long range plans, estimates and budgets, detailed final construction plans, specifications, special conditions and agreement; coordinating and reviewing the work submitted by consultants; reviewing final plans, specifications, special conditions and agreements and coordinating the work of contractors, affected public agencies and utilities; preparing final reports and estimates; approving contract change orders; and responsibility for carrying out difficult special projects as assigned.

Review of a similar Assistant Civil Engineer position at SPU verified that the comparative position works as part of a team that: 1) provides decision making on water supply operations; 2) manages programs and operations to protect fish and wildlife resources; 3) monitors, analyzes, and communicates about water supply and fishery conditions; 4) performs hydrualic and hydrologic computer modeling for yield analysis and streamflow forecasts, transmission/distribution systems analysis, and operations support; and 5) responds to floods, droughts, water quality problems and other system emergencies.

The subject position differs in comparison by its' supervisory responsibilities over an Assistant Civil Engineer and a Seattle Conservation Corps Supervisor, and by the limited supervision or guidance it receives. Overall, the duties and responsibilities described in the PDQ submitted for the subject position are consistent with those outlined on Class Specification #7004504/Associate Civil Engineer. The subject position is the Project Manager for the Creek Water Quality Restoration Program. Its' purpose is to inventory and map all existing creeks in Seattle, assessing water quality and habitat conditions. From this assessment, a creek restoration program will be developed and implemented over a period of years as resources become available. The position also is the project manager for the Seattle Conservation Corp. that does creek restoration work and also project manager for a three year creek restoration study.

Recommendation:

Based on evaluation of the duties and responsibilities of position #023577, it is recommended this position be reclassified to Civil Engineer, Associate. This action should be effective 1/19/96, to coincide with the initial date management submitted the request.

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: February 13, 1997 **Report No.:** 96-858

POSITION IDENTIFICATION

Department: Water

Classification Title: Economist, Senior

Ordinance Title: Economist, Senior

Position Number: 016691

Bargaining Unit: 034 **Current Salary:** $24.75 - 28.77 **(Range:** 35.5A)

RECOMMENDED ACTION

Classification Title: Economist, Principal

Ordinance Title: Economist, Principal

Legislation Required: Yes

Bargaining Unit 030 **Recommended Salary:** $26.20 - 30.39 **(Range:** 40.0A)

Remarks **See next page for pertinent allocation information**

INCUMBENT STATUS

Incumbent: Gerald Allen

Current Standing: Economist, Senior

Recommended Standing: Economist, Principal

In recommended standing, incumbent status is:

X Regular	Probationary	Temporary
[X] 2.3100;	**[ ] 2.3.200;**	**[ ] 2.3.300.**

Remarks: Per Article 9.7. (b2) of collective bargaining agreement between the City and Local 17

Recommended: Team 2 Classification Analyst(s)

Approved: John Pearson Classification Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

This position was reviewed as a result of a departmental request. Position No. 016691 is located in the Finance and Business Systems Division. This Division is responsible for preparing the department's biennial rate proposal and financing plan for the Capital Improvement Planning; preparing short and long run projections, and forecasting the demand for water; monitoring financial performance; and conducting benefit/cost analysis on major capital projects.

Scope of Review:

This review consisted of an analysis and evaluation of the subject position by a team of Classification analysts (Gail Thompson, Barbara Martin and Irene Ogunyemi) which consisted of the following:

- the Position Description Questionnaire (PDQ)dated August 7, 1996
- comparisons of class specifications in the Economist class series
- additional information submitted by the incumbent and immediate supervisor reflecting the position's duties and responsibilities
- an discussion with the subject incumbent and departmental management;
- comparison to similar positions
- review of the organization unit affecting the subject position
- position history records and related classification files.

Background:

According to departmental management, a rapid escalation of the Department's capital program, along with a search for a new source of supply and investigation of alternate governance arrangements has increased the complexity of the issues for which this position is responsible, including rate setting, capital financing and cost benefit analysis.

Summary of Work

The essential purpose of this position is to manage the rate review and lead the unit in preparing work plans and budgets. The subject position is considered the main liaison on rates for the Department and has full supervision over subordinate staff.

NOTE: *For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaire (PDQ), dated and submitted for purposes of this review.*

Analysis:

A review of the Economist class series was conducted and the following was determined. The Economist class consist of three levels, journey, senior and principal. The subject position is currently classified at the senior level and is requesting a reclassification to the principal level. Therefore, the senior and principal levels were reviewed.

Senior Economist is distinguished from the Principal in that the latter has full supervisory authority over subordinate staff, and serves as the department's highest level authority on economic and financial issues. In comparing the PDQ submitted for this review with the senior and principal Economist class specification it is clear that the work performed by the subject position, *serving as chief expert on economic and rate issues, and supervising the work of the unit,* is most closely related to work typically performed at the principal level.

Recommendation:

It is therefore our recommendation that the subject position be allocated to the title of Economist, Principal. The actions should become effective August 7, 1996, the date the PDQ was signed.

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: January 16, 1997 **Report No.:** 1053

POSITION IDENTIFICATION

Department: Seattle Public Utilities

Classification Title: Combined Utilities Billing Supervisor

Ordinance Title: Combined Utilities Billing Supervisor

Position Number: 012131

Bargaining Unit: 031 **Current Salary:** $15.94 - 18.55 (**Range**:27.0A)

RECOMMENDED ACTION

Classification Title: Utility Accounts Supervisor

Ordinance Title: Utility Accounts Supervisor

Legislation Required: Yes

Bargaining Unit 031 **Recommended Salary:** $16.88-$19.95 (**Range**: 28.5A)

Remarks **See next page for pertinent allocation information**

INCUMBENT STATUS

Incumbent:

Current Standing: Combined Utilities Billing Supervisor

Recommended Standing: Utility Accounts Supervisor

In recommended standing, incumbent status is:

Regular	Probationary	Temporary
[X] 2.3100	[ ] 2.3.200	[ ] 2.3.300

Remarks:

Recommended: Team 2 Classification Analyst(s)

Approved: John Pearson Classification Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

This position was reviewed as a result of a departmental request filed June 17, 1996.

SCOPE OF REVIEW:

This review consisted of an analysis and evaluation of the subject position by a team of Classification analysts (Gail Thompson, Barbara Martin and Irene Ogunyemi) which consisted of the following:

- the Position Description Questionnaire (PDQ) dated June 14, 1996;
- comparisons of class specifications in the Utility Accounts Supervisor, Accounting Technician Supervisor, Accounts Control/Validation Supervisor and Combined Utilities Billing Supervisor class series;
- additional information submitted by the incumbent and immediate supervisor reflecting the position's duties and responsibilities;
- comparison to similar positions allocated to the title of Combined Utilities Billing Supervisor;
- review of the organization unit affecting the subject position;
- position history records and related classification files.

BACKGROUND:

According to departmental management, this position has assumed more responsibility over the last couple of years,.

SUMMARY OF WORK

The essential purpose of this position is to ensure for the accuracy of accounting entries for the three utilities, including reconciling general ledger balances with balances shown on the computerized billing system; identifying timing differences and outages that need correcting; determining the proper accounting figures for special tap charges; and for reconciling account receivable balances.

NOTE: *For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaire (PDQ), dated and submitted for purposes of this review.*

ANALYSIS:

We reviewed and compared the duties and responsibilities assigned to the subject position with those of the above mentioned class specifications, and found that the work of these classes is characterized in this manner:

Utility Accounts Supervisor - positions in this class supervise employees involved in account billings. Incumbents are expected to oversee the work of personnel and the operation of utility account functions, including billing, accounts receivable and

account validation; coordinating functions of the billing system, performing balancing, audit checks, and other tasks necessary to ensure integrity of all customer accounts.

Accounting Technician Supervisor - positions allocated to this class are responsible for the performance of accounting functions and tasks associated with the maintenance and updating of accounting and accounts records; and for monitoring the work and performance of subordinates to ensure the accurate and timely processing of work according to established accounting methods and procedures.

Account Control/Validation Supervisor - positions in this class are responsible for supervising, planning, organizing, instructing, monitoring performance and providing problem solving guidance to subordinate employees providing billings to utility customers. **Note:** *This title became obsolete in the Classification Project as of January 2, 1991. Positions assigned to this class were allocated to the title of Utility Accounts Supervisor.*

Combined Utilities Billing Supervisor - positions assigned to this class are responsible for supervising subordinate staff, reviewing and correcting billing exceptions, investigating incorrect billings, performing manual calculations of incorrect billings, making adjustments, preparing reports and providing customer assistance for purveyor customers. **Note:** *This title became obsolete in the Classification Project as of January 2, 1991.*

CONCLUSION

The duties and responsibilities of the subject position have been reviewed with the specific objective of identifying the position's appropriate classification. Review of the subject positions indicates that it is relied upon to oversee the work of the staff reconciling system balances, investigating and correcting billing systems outages, and requesting system corrections for three utilities. These duties and responsibilities are consistent with those outlined in the class specification of Utility Accounts Supervisor.

RECOMMENDATION

Therefore, it is our recommendation that Position #012131 be reclassified to the title of Utility Accounts Supervisor. This action should become effective June 14, 1996, the date the PDQ was signed.

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: January 16, 1997 **Report No.:** 1053

POSITION IDENTIFICATION

Department: Seattle Public Utilities

Classification Title: Combined Utilities Billing Supervisor

Ordinance Title: Combined Utilities Billing Supervisor

Position Number: 012131

Bargaining Unit: 031 **Current Salary:** $15.94 - 18.55 (Range:27.0A)

RECOMMENDED ACTION

Classification Title: Utility Accounts Supervisor

Ordinance Title: Utility Accounts Supervisor

Legislation Required: Yes

Bargaining Unit 031 **Recommended Salary:** $16.88-$19.95 (Range: 28.5A)

Remarks **See next page for pertinent allocation information**

INCUMBENT STATUS

Incumbent: Bruce Madsen

Current Standing: Combined Utilities Billing Supervisor

Recommended Standing: Utility Accounts Supervisor

In recommended standing, incumbent status is:

Regular	Probationary	Temporary
[X] 2.3100	[ ] 2.3.200	[ ] 2.3.300

Remarks:

Recommended: Team 2 Classification Analyst(s)

Approved: John Pearson Classification Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

SECTION 2

City of Seattle Personnel Department

Norman B. Rice, Mayor Sarah Welch, Personnel Director

January 14, 1997

TO: Lilly Aguilar
Seattle Public Utilities

FROM: John McArty
Labor Negotiator I

SUBJECT: Recognition of I.F.P.T.E., Local 17, as Representing the Titles of Senior Environmental Field Specialist and Environmental Field Supervisor

This memorandum is to inform you that the City has recognized the International Federation of Professional and Technical Engineers, Local 17, as the exclusive collective bargaining representative for the titles of Senior Environmental Field Specialist and Environmental Field Supervisor. The titles will be added to the Technical Unit (BU 004) of the current collective bargaining agreement.

On the next quarterly ordinance, the City will recommend that the titles be established and that one position of Environmental Field Specialist, #008439, incumbent LeeAnne Wooden, be allocated to the title of Senior Environmental Field Specialist effective January 1, 1992, and the same position be allocated to Environmental Field Supervisor effective January 1, 1993. When this change is legislated, your department will have to compute the exact amount of retro pay that will be due Ms. Wooden.

When the changes occur, the department will have to complete the enclosed form "City of Seattle, Notice of Appointment to Bargaining Unit Position" for Ms. Wooden for the title of Environmental Field Supervisor, and she needs to sign the acknowledgment portion of the form. Copies should be distributed as listed at the bottom left corner. (The form is no longer available through the Executive Services Department; therefore, you must make sufficient copies of the blank form for this and future use.)

If you have any questions, you can call me at 684-7912.

JM:jm

Attachments

cc: Bill Hauskins, Laurie Depew, Cosundra Yancy, Linda Yuen Leong, Julie Curtis, Edie Jorgensen

H.REC-EFS LA

City of Seattle Personnel Department

Norman B. Rice, Mayor Sarah Welch, Personnel Director

November 15, 1996

CERTIFIED MAIL

Diana K. Douglas
Union Representative
I.F.P.T.E., Local 17
2900 Eastlake Avenue E, Suite 300
Seattle, WA 98102

Subject: Environmental Field Specialist Senior and Environmental Field Supervisor

Dear Ms. Douglas:

On November 7, we met to discuss the accreation of the above mentioned titles into the collective bargaining agreement. During the meeting, you expressed the opinion that the supervisory position should not be filled through an open and competitive process. The employee has been successfully performing the supervisory level duties since January 1, 1993, and as such she should be recognized as having regular status at that level. Your comments have been considered and the City is prepared to amend its June 17, 1996, proposal.

Class/Comp staff reviewed seventeen class series titles for salary range comparison, looking at the percent differential for top steps between the journey and senior level, senior and supervisor level and the journey and supervisor level. The percent differentials between levels of a class series varied widely and showed no consistency in pattern with respect to percent differentials. Between the journey/senior levels, there was a low of 5.8% to a high of 18.8%. The senior/supervisor differentials showed a low of 5.8% to a high of 28.3%. Between the journey/supervisor levels, there was a low of 14.0% and a high of 38.5%.

Another factor considered is that the various levels within the Environmental Field Specialist class series are minimally distinct to warrant separate classifications. With the above in mind, the City is proposing the following salary recommendation for the Senior Environmental Field Specialist and Environmental Field Supervisor titles:

Senior Environmental Field Specialist - (1992) Salary Range 29.0A

$14.91	15.47	16.07	16.71	17.35

Environmental Field Supervisor - (1993) Salary Range 31.0A

$16.58	17.24	17.91	18.63	19.37

The City is prepared to compensate Leeanne Wooden at salary range ~~29.0A~~ effective January 1, 1992, through December 31, 1992, and at salary range 31.0A effective January 1, 1993. Based upon mutual agreement between the City and the Union, the incumbent will be recognized with regular status as Environmental Field Supervisor and will not be required to compete for the position. The City will recognize Local 17 for the titles of Senior Environmental Field Specialist and Environmental Field Supervisor and accrete both titles to the Technical Unit (004).

If you concur with the above, sign in the space provided below and return this original for my file. Upon receipt of your concurrence, I will request that the Classification/Compensation Unit put the issue on the next quarterly ordinance for consideration by the City Council. At the same time, I will ask that the necessary steps be taken to accrete the title to Local 17's Technical Unit.

Engineering Department payroll will have to compute the exact amount of retro pay that will be due Ms. Wooden when the titles are implemented. The exact amount will be the difference between what she was paid and what she should have been paid since January 1, 1992.

If you have any questions, call me at 684-7912.

Sincerely,

John McArty

John McArty
Labor Negotiator I

I concur:

Diana K. Douglas 12/9/96

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

Date

JM:jm

Enclosures

cc: Barbara Martin
Mary Hite
Cosundra Yancy

H:EFS-RECG.DKD

City of Seattle
Personnel Department

MEMORANDUM

November 17, 1993

TO: Bill Hauskins
Labor Relations

FROM: Jimmy Woo
Classification/Compensation

SUBJECT: Supplement to Salary Report #1-93

This supplement to Salary Report #1-93 represents a revision to my original salary recommendations for the titles of Senior Environmental Field Specialist and Environmental Field Specialist Supervisor.

Based on our discussions re: Salary Report #1-93 salary recommendations, there was concern that the proposed salary ranges for the senior and supervisor classes of the Environmental Field Specialist series were too "narrow" especially in comparison to other class series comprised of journey, senior and supervisor levels. My recommendation of 4% and 8% above the journey level for the senior and supervisor levels respectively, was based upon what I perceived to be minimal distinctions in duties and reponsibilities from the journey to the senior and supervisory levels.

For this supplement, I selected 17 class series titles for salary range comparisons. Nine were non-represented, seven were Local 17 titles and one was a Local 1239 title. These titles, like the subject Environmental Field Specialist class series, represented class series consisting of a journey, senior and supervisor level. I calculated the percent differential for top steps between the journey and senior level, senior and supervisor level and the journey and supervisor level. The following are my findings:

BU	% Differential Journey/Senior	% Differential Senior/Supervisor	% Differential Journey/Supervisor
030			
Budget Analyst	7.9	9.6	18.3
Building Plans Examiner	7.8	5.8	14.0

Code Development Analyst	8.0	7.7	16.4
Finance Analyst	10.1	7.9	18.8
Housing Development Specialist	18.8	7.7	27.9
Parking Meter Collector	11.9	23.1	37.7
Naturalist	8.0	28.3	38.5
Safety & Health Specialist	8.0	11.7	20.7
Zoning Plans Examiner	7.8	5.8	14.0
035			
Customer Service Representative	7.9	14.2	23.2
004			
Data Entry Operator	10.0	13.8	25.2
Electrical Service Representative	8.4	11.7	21.1
Energy Conservation Representative	8.0	11.3	20.2
Housing/Zoning Inspector	5.8	10.1	16.4
Land Use Planning & Development Analyst	8.0	7.7	16.4
Meter Reader	17.1	12.5	31.7
037			

Security Officer	9.6	18.7	30.1

The percent differentials between levels of a class series varied widely and showed no consistency in pattern with respect to percent differentials. Between the journey/senior levels, there was a low of 5.8% (Housing/Zoning Inspector) to a high of 18.8% for Housing Development Specialist. The senior/supervisor differentials showed a low of 5.8% (Building Plans Examiner and Zoning Plans Examiner) to a high of 28.3% (Naturalist). Between the journey/supervisor levels, there was a low of 14.0% Building Plans Examiner and Zoning Plans Examiner) and a high of 38.5% (Naturalist).

As I have maintained, I believe the various levels within the Environmental Field Specialist class series are minimally distinct to warrant separate classifications. With this in mind, I am proposing the following revised salary recommendations for the Senior Environmental Field Specialist and Environmental Field Specialist Supervisor titles:

Senior Environmental Field Specialist
Range 29.0A $15.39-15.97-16.58-17.24-17.91
14 11 15.41 16.07 16.71 17.35

Environmental Field Specialist Supervisor
Range 31.0A $16.58-17.24-17.91-18.63-19.37

The above proposals represent an 8% differential between the journey and senior level, 8.2% between the senior and supervisor level and 16.8% overall differential between journey and supervisor level. These salary ranges are an increase over my original recommendations and are within the range for existing class series.

Please let me know if you have any questions.

cc: Lilly Aguilar
John Pearson

SECTION 3

City of Seattle Executive Services Department
Personnel Division

MEMORANDUM

March 17, 1997

TO: Lidia Santiesteban

FROM: Pat LeMay PL

SUBJECT: Recognition of Laborers, Local 1239, for Title of Laborer Apprentice

This is to serve as documentation that Laborers, Local 1239, has been recognized for the title of Laborer Apprentice, to be established as of the effective date of the ordinance at a pay range of $10.87 - 11.13 - 11.64 - 12.02. The title will become part of the Joint Crafts Council Agreement. The Labor Relations Policy Committee approved this concept at its meeting on November 20, 1996.

PL:nem

cc: Joint Crafts Council Agreement - 1998

H:\WPDATA\PAT\RELABTIT.DOC
17-Mar-97 10:13 AM

City of Seattle Executive Services Department
Personnel Division

MEMORANDUM

DATE: March 12, 1997

TO: Ken Bounds, Superintendent
Department of Parks and Recreation

FROM: Lidia Santiesteban, Classification/Compensation Director

SUBJECT: 1997 Budget Reconsideration: Administrative Services Supervisor--Parks

---

This memo is in response to the Parks Department's request for reconsideration of Class/Comp's 1997 budget determination for the position currently titled Administrative Services Supervisor--Parks. The Reconsideration Board did not agree with Parks's revised request for the title of Executive Assistant; however, as explained below, we are revising our determination from Administrative Services Supervisor--Parks at salary range 31.0A to Administrative Staff Analyst at range 33.0A.

Summary of the Budget Request: In the 1997 budget (request #PRK 013), Parks requested a reclassification of position 009805 from Administrative Services Supervisor--Parks (salary range 27.5A) to Manager I (range 36.5A). Class/Comp's review resulted in our recommendation to keep the title of Administrative Services Supervisor--Parks for the position, but to raise the salary to range 31.0A on the basis of the position's new supervisory responsibilities over Graphic Arts Designers (range 28.0A). This salary change was enacted in the 1997 budget.

The Reconsideration: Parks requested a classification reconsideration of our budget determination. A reconsideration meeting was held on March 3, 1997, with Lewis Turner and Jan Craft present from Parks. The Reconsideration Board consisted of Class/Comp Supervisors Edie Jorgensen and John Pearson, and myself. At the reconsideration meeting, Parks revised the requested title to Executive Assistant (range 37.5A), and presented written materials and verbal information in support of the reconsideration.

Analysis: The Reconsideration Board reviewed and discussed the excellent descriptive information provided by Parks. This remains a mixed-duty position, retaining the supervisory duties over office services. However, Parks's additional materials demonstrated that the position's primary purpose -- and the preponderance of its duties -- is to provide a variety of administrative and analytical support to the unit and to the department. The position researches and analyzes issues related to departmental communications equipment; analyzes and monitors budgets for communications equipment; and serves on a variety of task forces. Given that the preponderance of duties relate to this administrative and analytical work, the Reconsideration Board

agreed that the position is no longer appropriate for allocation to the single-incumbent clerical title of Administrative Services Supervisor--Parks.

The Reconsideration Board considered the class series that includes the titles of Administrative Staff Assistant (range 29.5A), Administrative Staff Analyst (range 33.0A), and Executive Assistant (range 37.5A). Some of the position's duties -- space planning, telephone coordination, mail coordination, to name a few -- are performed by Administrative Staff Assistants in other departments. However, we recognize that this position's budget-oversight duties and its responsibilities for coordinating budgets, equipment, and policies over such a large and geographically dispersed department clearly warrant a higher level than Administrative Staff Assistant. On the other hand, the Board did not feel that the position's overall duties are commensurate with the Executive Assistant level. Citywide, as well as in Parks, Executive Assistants report to a division director and have a substantial degree of empowerment to act for the director. The Executive Assistant class addresses personnel and budget matters on a division-wide level, on behalf of and with the authority of the director. The subject position reports to a Manager VI (the Parks Department's budget manager) as opposed to a division director; and the position's budget responsibilities are subject to approval by the Manager (and by his direct superior, the director of the Finance and Administrative Services Division).

Conclusion: While we do not concur with the (revised) requested title of Executive Assistant, Parks's additional materials for the reconsideration have demonstrated that the position is functioning at a different and higher level than was indicated by our initial budget call. Accordingly, we are revising our budget determination on this position to Administrative Staff Analyst. As a budget action, this will be effective January 1, 1997. We will include this action on our first quarter 1997 classification ordinance; in the meantime, this memo can serve as authorization to pay the incumbent out-of-class as Administrative Staff Analyst. As with other budget reclassifications resulting in a date-specific assignment of duties, the incumbent's standing will be Temporary; a reclassification audit may be requested by Parks in order to consider the current incumbent for permanent appointment to the position.

Once this reclassification has been ratified by legislation, the title of Administrative Services Supervisor--Parks will have no incumbents (and no class specification), so we intend to delete it from the Salary Schedule upon passage of our first quarter ordinance.

Should you have any questions, please feel free to call me at 386-9081, or Curt Funk at 684-7925.

cc: Joan Miller

cf:h\wordata\parks\adstfani

SECTION 4

CLASSIFICATION PROJECT DETERMINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

3/11/97

REPORT NO: 2100005 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: SYSTEMS ANALYST, SENIOR

Ordinance Title: SYSTEMS ANALYST, SENIOR

Legislation Required: Yes **Bargaining Unit:** 004

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:
The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1996

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban **Classification/Compensation Director**

Sarah Welch **Personnel Director**

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

3/11/97 **Report No.:** 2100005 **Supplement**

Position Number: 008758 **Department:** ENGINEERING DEPARTMENT

Recommended Classification Title: SYSTEMS ANALYST, SENIOR

Legislation Required: Yes **Recommended BU Code:** 004

Recommended Ordinance Title: SYSTEMS ANALYST, SENIOR

Recommended Salary for This Position: $23.78 27.73

Recommended Salary Range: N/A

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: not classified

Ordinance Title: DATA PROCESSING SYSTEMS ANALYST, SR.

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 004

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1996 INCUMBENT AND STATUS

Incumbent Name:

CLASSIFICATION TITLE: not classified

Ordinance Title: DATA PROCESSING SYSTEMS ANALYST, SR.

1996 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 004

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: February 12, 1997 | Report No. 97-1172

POSITION IDENTIFICATION

Department: Seattle Public Utilities (Engineering)
Classification Title: Mapping Supervisor
Ordinance Title: Mapping Supervisor
Position Number: 007919
Bargaining Unit: 032 **Current Salary:** $25.00-$29.10 (Salary Range: N/A)

RECOMMENDED ACTION

Classification Title: Civil Engineering Specialist, Senior (1/2/91 - 8/31/94)
Ordinance Title: Civil Engineering Specialist, Senior (1/2/91 - 8/31/94)
Legislation Required: Yes **Recommended Bargaining Unit:** 032
Recommended Salary: $24.52 - $27.48 **Salary Range:** N/A

Classification Title: Mapping Supervisor (effective 9/1/94)
Ordinance Title: Mapping Supervisor (effective 9/1/94)
Legislation Required: No **Recommended Bargaining Unit:** 032
Recommended Salary: $25.00 - $29.10 **Salary Range:** N/A

INCUMBENT STATUS

Incumbent:
Current Standing: Mapping Supervisor
Recommended Standing: Civil Engr. Spec, Sr. (1/2/91-8/31/94); Mapping Supv. (eff. 9/1/94)
In recom. standing, incumbent status is: ***Trial Service Period per applicable Union Agreement***

Regular;	Probationary;	Temporary.
[ ] 2.3.100;	[ ] 2.3.200;	[ ] 2.3.300.

Recommended:	Team 2	Classification Analyst(s)
Approved:	John Pearson	Classification Supervisor
	Lidia Santiesteban	Classification/Compensation Director
	Sarah Welch	Personnel Director

Position Identification and Source of Request:

This position was reviewed in response to an appeal filed by the Incumbent and the Union (Local 17) with the Office of the Appeals Examiner on February 4, 1994. It was opened for review on June 12, 1995, having been previously reviewed by the Classification/Compensation Unit with the resultant Final Administrative Review determination that the position should remain classified as an Associate Civil Engineer.

Position History:

See attached analysis, conclusion and recommendation of the Classification Project Appeals Examiner.

Scope of Review & Analysis

See attached analysis, conclusion and recommendation of the Classification Project Appeals Examiner.

Conclusion and Recommendation of the Appeals Examiner:

This position is responsible for the GIS/Mapping Systems and Engineering Records Management Unit. The work involves a high level of expertise and this position serves as the Department's technical expert in the accomplishment of the assigned duties and responsibilities. Insofar as this position is not fundamentally involved in civil engineering design and analysis functions, the Civil Engineering Specialist series is most appropriate for the work involved. The position's work, however is not predominantly supervisory, therefore the Senior level of the Civil Engineering Specialist series is most appropriate.

Therefore, based on the information contained in the Case File Record, Personnel Rule 2.2.100, the information submitted with the appeal, and the specifications established and adopted for use in the Classification Project for Associate Civil Engineer, Senior Cartographer, and the Associate, Senior and Supervisor levels of the Civil Engineering Specialist specification, it is the recommendation of the Appeals Examiner that the classification allocation determination of the Classification/Compensation Unit be revised in this case, and that this position be classified as a Senior Civil Engineering Specialist, effective January 2, 1991.

It is further recommended that this Project reclassification (Civil Engineering Specialist, Senior) have no impact on a subsequent classification action which, according to the PPS file, reclassified the subject position to the non-Project tile of Mapping Supervisor, effective 9/1/94.

CLASS PROJECT- IMPLEMENTATION

Pos No: 007919	94 Dept: ENGINEERING DEPARTMENT	94 Incumbent:	PALMEN, LORENE (CES, ASSOC ilo)
	91 Dept: ENGINEERING DEPARTMENT	91 Incumbent:	CONRADI, KENNETH K

1991 Classification Title:	CIVIL ENGINEER, ASSOCIATE		
1991 Ordinance Title:	CIVIL ENGINEER, ASSOCIATE	1991 BU:	034
1994 Classification Title:	MAPPING SUPERVISOR		
1994 Ordinance Title:	MAPPING SUPERVISOR	BUCODE:	032
Recommended Classification Title:	SR CIVIL ENGINEERING SPEC.1/2/91-8/31/94	BUCODE:	032
Recommended Ordinance Title:	SR CIVIL ENGINEERING SPEC. 1/2/91-8/31/94		

Additional Incumbent #1:	CONRADI, KENNETH K (DPSA ilo)	FROM: 5/22/91	TO:	8/31/91
Additional Incumbent #2:		FROM:	TO:	
Additional Incumbent #3:		FROM:	TO:	

Subsequent Action #1:	MAPPING SUPERVISOR PER ORDINANCE #	Report #1: 98-94	Effective Date 1:	9/1/94
Subsequent Action #2:		Report #2:	Effective Date 2:	
Subsequent Action #3:		Report #3:	Effective Date 3:	

Pos No: 007919			
1994 Department:	ENGINEERING DEPARTMENT	1994 Incumbent:	PALMEN, LORENE (CES, ASSOC ilo)
1991 Department:	ENGINEERING DEPARTMENT	1991 Incumbent:	CONRADI, KENNETH K

Legislated (L); Supplemental (S); Hold: L35-95

Comments:

Recommended: Step1	$23.23	Top Step:	$26.03
Range:	NA	Schematic No.:	7201505

CLASSIFICATION PROJECT DETERMINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

3/11/97

REPORT NO: 7201503 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: CIVIL ENGINEER SPECIALIST, ASST

Ordinance Title: CIVIL ENGINEER SPECIALIST, ASST

Legislation Required: Yes **Bargaining Unit:** 034

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1996

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban **Classification/Compensation Director**

Sarah Welch **Personnel Director**

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

3/11/97 **Report No.:** 7201503 **Supplement**

Position Number: 022803 **Department:** ENGINEERING DEPARTMENT

Recommended Classification Title: CIVIL ENGINEER SPECIALIST, ASST

Legislation Required: Yes **Recommended BU Code:** 034

Recommended Ordinance Title: CIVIL ENGINEER SPECIALIST, ASST

Recommended Salary for This Position: $16.27 22.71

Recommended Salary Range: N/A

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: FIELD ENGINEERING SPECIALIST, ASSISTANT

Ordinance Title: FIELD ENGINEERING SPECIALIST, ASST II

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 034

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1996 INCUMBENT AND STATUS

Incumbent Name:

CLASSIFICATION TITLE: FIELD ENGINEERING SPECIALIST, ASSISTANT

Ordinance Title: FIELD ENGINEERING SPECIALIST, ASSISTANT

1996 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 034

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

SECTION 5

1st Qtr. Ord
Section 5

City of Seattle Executive Services Department
Personnel Division

MEMORANDUM

DATE: 02/19/97

TO: Sarah Welch, Personnel Director

FROM: Lidia Santiesteban, Class/Comp Director

SUBJECT: Correction of the Posiition Title for Jan Gibson - Position #025461

Ordinance #118387 transferred the *Print Shop Supervisor* from the Seattle Public Library to the Executive Services Department (ESD), effective January 1, 1997, as a *Printing Operations Supervisor*.

It was our intent to transfer this position to an equivalent City title with the same status, service credit and pay. The Library and ESD Facilities Division contend that the *Printing Operations Supervisor* title does not meet this intent. Facilities Services Division Director, Norma Miller, reports that Jan Gibson's duties at the Library and in ESD are substantially the same and the responsibilities are equivalent to the *Printing and Photocopying Supervisor* title.

Class/Comp concurs with this evaluation. Therefore, I am requesting that the title for position #025461 on Ordinance #118387 be corrected on the first quarter 1997 ordinance to read *Printing and Photocopying Supervisor*.

Concur:

pp SL 3/7/97

Sarah Welch, Personnel Director — Date

cc: Linda Yuen Leong
Jean Teshima
File

VN/vn
9/24/96
version 1

ORDINANCE 118387

AN ORDINANCE relating to the allocation of personnel for the new department that will provide centralized administrative services; providing for the transfer of positions from various City Departments to the new department, and establishing such positions as budgeted positions within said department; providing for the employee status of employees transferred from the Seattle Library to that department; and providing for transition needs.

WHEREAS, the City of Seattle will, by ordinance, create the Executive Services Department as well as the Executive Services Director position, and

WHEREAS, the positions and functions of the Directors of Personnel and Finance and those of other employees in certain City Departments must transfer to the consolidated Executive Services Department; and

WHEREAS, it is the intention of the City Council that the functions performed by these employees will be transferred to the Executive Services Department; Now, Therefore,

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

TRANSFER OF POSITIONS

Section 1. Transfer of Position of Personnel Director to Executive Services Department. Effective January 1, 1997, the position of Personnel Director, as referenced in the City Charter Article XVI:1 (Director of Personnel as created in Chapter 4.04 of the Seattle Municipal Code), budgeted position number 010460, is hereby transferred to the Executive Services Department.

Section 2. Transfer of Position of Director of Finance to Executive Services Department. Effective January 1, 1997, the position of the Director of Finance, as referenced in the City Charter, Article VIII (Finance Director as created in chapter

3.38 of the Seattle Municipal Code), budgeted position number 024260, is hereby transferred to the Executive Services Department.

Section 3. Initial Consolidation. Effective January 1, 1997, except as otherwise provided in the position list that is part of the City of Seattle's 1997-1998 Adopted Budget, all positions and personnel of the Departments of Finance, Personnel and Administrative Services shall be included within the Executive Services Department .

Section 4. Transfer of Seattle Public Library employees. Effective January 1, 1997, the following employees are transferred from the Seattle Public Library to the Executive Services Department:

One (1) Print Shop Supervisor, incumbent Jan Gibson, transfers to the City's equivalent title of Printing Operations Supervisor with the same status, service credit and rate of pay (incumbency rate) as the employee currently holds in the Library title of Print Shop Supervisor.

Two (2) Graphics Technicians, incumbents Charlene Benedict and Kellie Wichser, transfer to the City's equivalent title of Printing Equipment Operator with the same status, service credit and rate of pay (incumbency rate) as

each incumbent employee currently holds in the Library title of Graphics Technician.

One (1) Channel Coordinator, incumbent Peter Watson, transfers to a new City position of Video Production Specialist, Principal. Upon transferring, the incumbent will have the benefit of status and service credit in the City's title of Video Production Specialist, Sr. equivalent to his status and service credit while employed by the Library as Channel Coordinator.

It is expressly recognized that the above incumbent employees will transfer without loss of accrued vacation, accrued sick leave, accrued compensation time or like accrued benefit, if any.

Upon transfer, said employees will become regular City of Seattle employees in all respects including benefits, rules and compensation.

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.

PASSED by the City Council of the City of Seattle this 18 day of November, 1996, and signed by me in open session in authentication of its passage this 18 day of November, 1996.

Jan Drago
President of the City Council

Approved by me this 26 day of November, 1996.

Norman B. Rice
Mayor

Filed by me this 26 day of November, 1996.

Judith E. Pippin
City Clerk

(Seal)

SECTION 6

City of Seattle Executiv ervices Department
Personnel Division

MEMORANDUM

DATE: January 24, 1997 Salary Report #971140

TO: Sarah Welch, Personnel Director

VIA: Tim Croll, Personnel Services Administrator
Lidia Santiesteban, Class/Comp Director
Edie Jorgensen, Personnel Analyst Supervisor

FROM: Jimmy Woo, Senior Personnel Analyst

SUBJECT: Salary Determination- Senior Remittance Processing Technician

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Background

The Remittance Processing Technician classifications have traditionally been aligned with the Accounting Technician/Administrative Specialist class series. This alignment enabled employees within these, as well as other similar titles, to be assigned to other positions within these classes. This relationship also provided for parity in pay for the Administrative Specialist I and II and Remittance Processing Technician and Senior Remittance Processing Technician titles respectively.

The current contract between the City and the International Federation of Professional and Technical Engineers, Local 17, increased the pay range for the Administrative Specialist II and Accounting Technician II classifications one half step from Salary Range 22.0B to 22.5B effective December 28, 1994. This adjustment to their salary ranges and historical alignment between the Senior Remittance Processing Technician with those titles, prompted the former Department of Finance request to review the salary range for the Senior Remittance Processing Technician title.

Recruitment and Retention

A review of the position history cards in the Personnel Department's Records and Information Unit indicates that there does not exist any retention problem with the two positions allocated to the Senior Remittance Processing Technician class. The tenure of the current position incumbents are five years and eight years/four months. Recruitment data from the Employment unit is not available for this title as there has not been any recent requirement to fill vacancies.

Analysis

As stated previously, there has been a historical link between the Remittance Processing Technician classifications and the administrative/accounting support classifications. The current Remittance Processing positions were at one time either classified as Administrative Specialists or Accounting Technicians. The base level Remittance Processing Technician classification is

currently compensated at the Administrative Specialist I/Accounting Technician I level. The subject Senior Remittance Processing Technician title was paid at a level equivalent to the Administrative Specialist II/Accounting Technician II level (Range 22.0B) until the salary ranges for these titles were adjusted to Range 22.5B under the current contract with Local 17.

The adjusted salary rates for the Administrative Specialist II/Accounting Technician II titles were negotiated not in response to any change to their bodies of work, but rather to a salary compression issue. The work of the Senior Remittance Processing Technician has not experienced any significant change either; however, at issue is salary equity and parity with classifications which perform similar work and have a shared classification and compensation relationship with the subject title.

Recommendation

Although there exists no recruitment or retention issues for this title, with the aforementioned salary equity and parity issues and the historical classification alignment with the Administrative Specialist II and Accounting Technician II titles, an adjustment to the Senior Remittance Processing Technician's salary range is recommended. This adjustment would not only realign the Senior Remittance Techinican title with the Administrative Specialist II/Accounting Technician II titles, but also serve as an intial measure in merging related classes in order to reduce the number of titles. The following new salary range is recommended for the Senior Remittance Processing Technician title:

Salary Range 22.5B	$14.00	$14.51	$15.05	$15.66

This action is effective October 28, 1996, which is the date the Personnel Department was notified of this request.

APPROVED:

Sarah Welch, Personnel Director

2/7/97
Date

ATTACHMENT B

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/97
Department: Administrative Services (Executive Services)

Report Number: 96-898A
Effective Date: 7/2/96

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1997 Rate
Current Year Ends **12/31/97**	**Telephone Services Coordinator (Range: 33.0A)**	$ 23.35	**Training & Education Coordinator (Range: 31.0A)**	$ 21.67	$1.68	12	$3,507.84	$3,507.84
Previous Year: **1996**		$ 22.26		$ 21.12	$1.14	6	$1,190.16	$2,380.32
Current Year Ends **12/31/97**	**Management Systems Analyst, Senior (Range: 37.5A)**	$ 27.73	**Training & Education Coordinator (Range: 31.0A)**	$ 21.67	$6.06	12	$12,653.28	$12,653.28
Subtotal							**$17,351.28**	**$18,541.44**
Plus 16.56% for Benefits							$2,873.37	$3,070.46
Cost Estimate Per Position							**$20,224.65**	**$21,611.90**
Number of Positions							1	1
Total Cost Estimate							$20,224.65	$21,611.90

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/97
Department: Administrative Services (Executive Services)

Report Number: 96-1138
Effective Date: 12/31/96

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends **12/31/97**	**Research and Evaluation Assistant (Range: 27.5A)**	$ 18.92	**Administrative Support Assistant (Range: 18.0B)**	$ 13.26	$ 5.66	12	$11,818.08	$11,818.08
Previous Year: **1996**		$ 18.44		$ 12.92	$ 5.52	1	$960.48	
Previous Year: **1995**					$ -	12	$0.00	
Previous Year: **1994**					$ -	12	$0.00	
Previous Year: **1993**					$ -	12	$0.00	
Previous Year: **1992**					$ -	12	$0.00	
Previous Year: **1991**					$ -	12	$0.00	
Subtotal							**$12,778.56**	**$11,818.08**
Plus 16.56% for Benefits							$2,116.13	$1,957.07
Cost Estimate Per Position							**$14,894.69**	**$13,775.15**
Number of Positions							1	1
Total Cost Estimate							$14,894.69	$13,775.15

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/97
Department: Administrative Services (Executive Services)

Report Number: 96-1138
Effective Date: 12/31/96

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends **12/31/97**	**Research and Evaluation Assistant (Range: 27.5A)**	$ 18.92	**Administrative Support Assistant (Range: 18.0B)**	$ 13.26	$ 5.66	12	$11,818.08	$11,818.08
Previous Year: **1996**		$ 18.44		$ 12.92	$ 5.52	1	$960.48	
Previous Year: **1995**					$ -	12	$0.00	
Previous Year: **1994**					$ -	12	$0.00	
Previous Year: **1993**					$ -	12	$0.00	
Previous Year: **1992**					$ -	12	$0.00	
Previous Year: **1991**					$ -	12	$0.00	
Subtotal							**$12,778.56**	**$11,818.08**
Plus 16.56% for Benefits							$2,116.13	$1,957.07
Cost Estimate Per Position							**$14,894.69**	**$13,775.15**
Number of Positions							1	1
Total Cost Estimate							$14,894.69	$13,775.15

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/97
Department: City Light

Report Number: 95-324
Effective Date: 1/1/94

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends **12/31/97**	**Manager I (Range: 36.5A)**	$ 26.72	**Program Coordinator II (Range: 33.0A)**	$ 23.35	$ 3.37	12	$7,036.56	$7,036.56
Previous Year: **1996**		$ 26.04		$ 22.76	$ 1.01	12	$2,108.88	
Previous Year: **1995**		$ 25.31		$ 22.12	$ 25.31	12	$52,847.28	
Previous Year: **1994**		$ 24.45		$ 21.37	$ 3.08	12	$6,431.04	
Previous Year: **1993**					$ -	12	$0.00	
Previous Year: **1992**					$ -	12	$0.00	
Previous Year: **1991**					$ -	12	$0.00	
Subtotal							**$68,423.76**	**$7,036.56**
Plus 16.56% for Benefits							$11,330.97	$1,165.25
Cost Estimate Per Position							**$79,754.73**	**$8,201.81**
Number of Positions							1	1
Total Cost Estimate							$79,754.73	$8,201.81

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/97
Department: City Light

Report Number: 96-800
Effective Date: 4/26/95

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
rent Year Ends **12/31/97**	**Systems Analyst, Senior (Range: 37.5A)**	$ 27.70	**Systems Analyst (Range: N/A)**	$ 23.59	$ 4.11	12	$8,581.68	$8,581.68
Previous Year: **1996**		$ 27.03		$ 22.99	$ 4.04	12	$8,435.52	
Previous Year: **1995**		$ 26.27		$ 22.34	$ 3.93	9	$6,154.38	
Previous Year: **1994**					$ -	12	$0.00	
Previous Year: **1993**					$ -	12	$0.00	
Previous Year: **1992**					$ -	12	$0.00	
Previous Year: **1991**					$ -	12	$0.00	
Subtotal							**$23,171.58**	**$8,581.68**
Plus 16.56% for Benefits							$3,837.21	$1,421.13
Cost Estimate Per Position							**$27,008.79**	**$10,002.81**
Number of Positions							1	1
Total Cost Estimate							$27,008.79	$10,002.81

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/97
Department: City Light

Report Number: 96-896
Effective Date: 5/1/90

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1997 Rate
Current Year Ends **12/31/97**	**Accounting Technician III-BU (Range: 25.0B)**	$ 17.22	**Accounting Technician II-BU (Range: 22.5B)**	$ 15.66	$1.56	12	$3,257.28	$3,507.84
Previous Year: **1996**		$ 16.78		$ 15.26	$1.52	12	$3,173.76	
Previous Year: **1995**		$ 16.31		$ 14.55	$1.76	12	$3,674.88	
Previous Year: **1994**		$ 15.76		$ 14.06	$1.70	12	$3,549.60	
Previous Year: **1993**		$ 15.39		$ 13.73	$1.66	12	$3,466.08	
Previous Year: **1992**		$ 14.91		$ 13.30	$1.61	12	$3,361.68	
Previous Year: **1991**		$ 14.20		$ 12.67	$1.53	12	$3,194.64	
Previous Year: **1990**		$ 13.52		$ 12.04	$1.48	8	$2,060.16	
Subtotal							**$23,677.92**	**$3,507.84**
Plus 16.56% for Benefits							$3,921.06	$580.90
Cost Estimate Per Position							**$27,598.98**	**$4,088.74**
Number of Positions							1	1
Total Cost Estimate							$27,598.98	$4,088.74

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/97
Department: City Light

Report Number: 96-899
Effective Date: 3/30/96

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends **12/31/97**	**Chief Warehouser (Range: n/a)**	$ 18.69	**Warehouser, Senior-BU (Range: n/a)**	$ 17.05	$ 1.64	12	$3,424.32	$3,424.32
Previous Year: **1996**		$ 18.22		$ 16.62	$ 1.60	10	$2,784.00	
Previous Year: **1995**					$ -	12	$0.00	
Previous Year: **1994**					$ -	12	$0.00	
Previous Year: **1993**					$ -	12	$0.00	
Previous Year: **1992**					$ -	12	$0.00	
Previous Year: **1991**					$ -	12	$0.00	
Subtotal							**$6,208.32**	**$3,424.32**
Plus 16.56% for Benefits							$1,028.10	$567.07
Cost Estimate Per Position							**$7,236.42**	**$3,991.39**
Number of Positions							1	1
Total Cost Estimate							$7,236.42	$3,991.39

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/97
Department: City Light

Report Number: 96-900
Effective Date: 9/9/96

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends **12/31/97**	**Architectural Project Coordinator (Range: 35.5A)**	$ 25.70	**Interior Design Services Supervisor (Range: 31.5A)**	$ 22.08	$ 3.62	12	$7,558.56	$7,558.56
Previous Year: **1996**		$ 25.05		$ 21.52	$ 3.53	4	$2,456.88	
Previous Year: **1995**					$ -	12	$0.00	
Previous Year: **1994**					$ -	12	$0.00	
Previous Year: **1993**					$ -	12	$0.00	
Previous Year: **1992**					$ -	12	$0.00	
Previous Year: **1991**					$ -	12	$0.00	
Subtotal							**$10,015.44**	**$7,558.56**
Plus 16.56% for Benefits							$1,658.56	$1,251.70
Cost Estimate Per Position							**$11,674.00**	**$8,810.26**
Number of Positions							1	1
Total Cost Estimate							$11,674.00	$8,810.26

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/97
Department: City Light

Report Number: 96-900A
Effective Date: 1/2/91

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends **12/31/97**	**Architectural Project Coordinator (Range: 35.5A)**	$ 25.70	**Associate Architect (Range: 35.5A)**	$ 25.70	$ -	12	$0.00	$0.00
Previous Year: **1996**		$ 25.05		$ 25.05	$ -	12	$0.00	
Previous Year: **1995**		$ 24.34		$ 24.34	$ -	12	$0.00	
Previous Year: **1994**		$ 23.52		$ 23.52	$ -	12	$0.00	
Previous Year: **1993**		$ 22.97		$ 22.97	$ -	12	$0.00	
Previous Year: **1992**		$ 22.26		$ 22.26	$ -	12	$0.00	
21.2		$ 21.20		$ 21.20	$ -	12	$0.00	
Subtotal							**$0.00**	**$0.00**
Plus 16.56% for Benefits							$0.00	$0.00
Cost Estimate Per Position							**$0.00**	**$0.00**
Number of Positions							1	1
Total Cost Estimate							$0.00	$0.00

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/97
Department: City Light

Report Number: 96-1054
Effective Date: 7/19/96

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends **12/31/97**	**Administrative Specialist II-BU (Range: 22.5B)**	$ 15.66	**Administrative Specialist I-BU (Range: 20.5B)**	$ 14.51	$ 1.15	12	$2,401.20	$2,401.20
Previous Year: **1996**		$ 15.26		$ 14.14	$ 1.12	6	$1,169.28	
Previous Year: **1995**					$ -	12	$0.00	
Previous Year: **1994**					$ -	12	$0.00	
Previous Year: **1993**					$ -	12	$0.00	
Previous Year: **1992**					$ -	12	$0.00	
Previous Year: **1991**					$ -	12	$0.00	
Subtotal							**$3,570.48**	**$2,401.20**
Plus 16.56% for Benefits							$591.27	$397.64
Cost Estimate Per Position							**$4,161.75**	**$2,798.84**
Number of Positions							1	1
Total Cost Estimate							$4,161.75	$2,798.84

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/97
Department: City Light

Report Number: 96-1098
Effective Date: 10/1/96

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends **12/31/97**	**Electrical Engineer, Assoicate (Range n/a)**	$ 25.97	**Administrative Specialist I-BU (Range: 25.0B)**	$ 14.51	$ 11.46	12	$23,928.48	$23,928.48
Previous Year: **1996**		$ 25.31		$ 14.14	$ 11.17	3	$5,830.74	
Previous Year: **1995**					$ -	12	$0.00	
Previous Year: **1994**					$ -	12	$0.00	
Previous Year: **1993**					$ -	12	$0.00	
Previous Year: **1992**					$ -	12	$0.00	
Previous Year: **1991**					$ -	12	$0.00	
Subtotal							**$29,759.22**	**$23,928.48**
Plus 16.56% for Benefits							$4,928.13	$3,962.56
Cost Estimate Per Position							**$34,687.35**	**$27,891.04**
Number of Positions							1	1
Total Cost Estimate							$34,687.35	$27,891.04

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/97
Department: City Light

Report Number: 96-1166
Effective Date: 1/21/97

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends **12/31/97**	**Capital Projects Coordinator, Senior (Range: n/a)**	$ 27.73	**Electrical Engineer, Assistant (Range: n/a)**	$ 24.05	$ 3.68	12	$7,683.84	$7,683.84
Previous Year: **1996**					$ -	12	$0.00	
Previous Year: **1995**					$ -	12	$0.00	
Previous Year: **1994**					$ -	12	$0.00	
Previous Year: **1993**					$ -	12	$0.00	
Previous Year: **1992**					$ -	12	$0.00	
Previous Year: **1991**					$ -	12	$0.00	
Subtotal							**$7,683.84**	**$7,683.84**
Plus 16.56% for Benefits							$1,272.44	$1,272.44
Cost Estimate Per Position							**$8,956.28**	**$8,956.28**
Number of Positions							1	1
Total Cost Estimate							$8,956.28	$8,956.28

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/97
Department: City Light

Report Number: 97-1170
Effective Date: 2/17/97

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1997 Rate
Current Year Ends **12/31/97**	**Convervation Policy Analyst (Range: 37.5A)**	$ 27.73	**Energy Planning Supervisor (Range: 37.5A)**	$ 27.73	$0.00	12	$0.00	$0.00
Previous Year: **1996**					$0.00	12	$0.00	
Previous Year: **1995**					$0.00	12	$0.00	
Previous Year: **1994**					$0.00	12	$0.00	
Previous Year: **1993**					$0.00	12	$0.00	
Previous Year: **1992**					$0.00	12	$0.00	
Previous Year: **1991**					$0.00	12	$0.00	
Subtotal							**$0.00**	**$0.00**
Plus 16.56% for Benefits							$0.00	$0.00
Cost Estimate Per Position							**$0.00**	**$0.00**
Number of Positions							1	1
Total Cost Estimate							$0.00	$0.00

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/97
Department: City Light

Report Number: 97-1173
Effective Date: 2/6/97

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends **12/31/97**	**Cable Splicer-Journeyworker in Charge (Range: n/a)**	$ 26.84	**Cable Splicer Crew Chief-Network Area (Range: n/a)**	$ 28.67	$ (1.83)	12	($3,821.04)	($3,821.04)
Previous Year: **1996**					$ -	12	$0.00	
Previous Year: **1995**					$ -	12	$0.00	
Previous Year: **1994**					$ -	12	$0.00	
Previous Year: **1993**					$ -	12	$0.00	
Previous Year: **1992**					$ -	12	$0.00	
Previous Year: **1991**					$ -	12	$0.00	
Subtotal							**($3,821.04)**	**($3,821.04)**
Plus 16.56% for Benefits							($632.76)	($632.76)
Cost Estimate Per Position							**($4,453.80)**	**($4,453.80)**
Number of Positions							1	1
Total Cost Estimate							($4,453.80)	($4,453.80)

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/97
Department: Construction and Land Use

Report Number: 961059
Effective Date: 11/14/96

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends **12/31/97**	**Administrative Specialist II-BU (Range: 22.5B)**	$ 15.66	**Administrative Support Supervisor-BU (Range: 26.0B)**	$ 17.86	$ (2.20)	12	($4,593.60)	($4,593.60)
Previous Year: **1996**		$ 15.26		$ 17.41	$ (2.15)	2	($748.20)	
Previous Year: **1995**					$ -	12	$0.00	
Previous Year: **1994**					$ -	12	$0.00	
Previous Year: **1993**					$ -	12	$0.00	
Previous Year: **1992**					$ -	12	$0.00	
Previous Year: **1991**					$ -	12	$0.00	
Subtotal							**($5,341.80)**	**($4,593.60)**
Plus 16.56% for Benefits							($884.60)	($760.70)
Cost Estimate Per Position							**($6,226.40)**	**($5,354.30)**
Number of Positions							1	1
Total Cost Estimate							($6,226.40)	($5,354.30)

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/97
Department: Engineering (Seattle Public Utilities)

Report Number: 95-634A
Effective Date: 2/16/95

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends **12/31/97**	**Capital Projects Coordinator (Range: n/a)**	$ 26.73	**Civil Engineering Specialist, Associate (Range: n/a)**	$ 24.52	$ 2.21	12	$4,614.48	$4,614.48
Previous Year: **1996**		$ 26.05		$ 23.90	$ 2.15	12	$4,489.20	
Previous Year: **1995**		$ 25.32		$ 23.23	$ 2.09	10	$3,636.60	
Previous Year: **1994**					$ -	12	$0.00	
Previous Year: **1993**					$ -	12	$0.00	
Previous Year: **1992**					$ -	12	$0.00	
Previous Year: **1991**					$ -	12	$0.00	
Subtotal							**$12,740.28**	**$4,614.48**
Plus 16.56% for Benefits							$2,109.79	$764.16
Cost Estimate Per Position							**$14,850.07**	**$5,378.64**
Number of Positions							1	1
Total Cost Estimate							$14,850.07	$5,378.64

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/97
Department: Engineering (Seattle Public Utilities)

Report Number: 96-836
Effective Date: 9/8/95

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends **12/31/97**	**Cartographer (Range n/a)**	$ 20.91	**Engineering Aide (Range: n/a)**	$ 16.73	$ 4.18	12	$8,727.84	$8,727.84
Previous Year: **1996**		$ 20.38		$ 16.31	$ 4.07	12	$8,498.16	
Previous Year: **1995**		$ 19.81		$ 15.85	$ 3.96	4	$2,756.16	
Previous Year: **1994**					$ -	12	$0.00	
Previous Year: **1993**					$ -	12	$0.00	
Previous Year: **1992**					$ -	12	$0.00	
Previous Year: **1991**					$ -	12	$0.00	
Subtotal							**$19,982.16**	**$8,727.84**
Plus 16.56% for Benefits							$3,309.05	$1,445.33
Cost Estimate Per Position							**$23,291.21**	**$10,173.17**
Number of Positions							1	1
Total Cost Estimate							$23,291.21	$10,173.17

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/97
Department: Engineering (Seattle Public Utilities)

Report Number: 96-838
Effective Date: 9/18/95

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends **12/31/97**	**Cartographer, Senior (Range n/a)**	$ 22.71	**Cartographer (Range n/a)**	$ 20.91	$ 1.80	12	$3,758.40	$3,758.40
Previous Year: **1996**		$ 22.13		$ 20.38	$ 1.75	12	$3,654.00	
Previous Year: **1995**		$ 21.51		$ 19.81	$ 1.70	4	$1,183.20	
Previous Year: **1994**					$ -	12	$0.00	
Previous Year: **1993**					$ -	12	$0.00	
Previous Year: **1992**					$ -	12	$0.00	
Previous Year: **1991**					$ -	12	$0.00	
Subtotal							**$8,595.60**	**$3,758.40**
Plus 16.56% for Benefits							$1,423.43	$622.39
Cost Estimate Per Position							**$10,019.03**	**$4,380.79**
Number of Positions							1	1
Total Cost Estimate							$10,019.03	$4,380.79

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/97
Department: Engineering (Seattle Public Utilities)

Report Number: 96-1044
Effective Date:

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends **12/31/97**	**Director V (Range: 42.0A)**	$ 32.75	**Drainage/Wastewater Utilities Director, Assistant (Range: 43.5A)**	$ 34.65	$ (1.90)	12	($3,967.20)	($3,967.20)
Previous Year: **1996**					$ -	4	$0.00	
Previous Year: **1995**					$ -	12	$0.00	
Previous Year: **1994**					$ -	12	$0.00	
Previous Year: **1993**					$ -	12	$0.00	
Previous Year: **1992**					$ -	12	$0.00	
Previous Year: **1991**					$ -	12	$0.00	
Subtotal							**($3,967.20)**	**($3,967.20)**
Plus 16.56% for Benefits							($656.97)	($656.97)
Cost Estimate Per Position							**($4,624.17)**	**($4,624.17)**
Number of Positions							1	1
Total Cost Estimate							($4,624.17)	($4,624.17)

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/97
Department: Engineering (Transportation)

Report Number: 95-606
Effective Date: 9/5/95

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends **12/31/97**	**Civil Engineer, Senior (Range: n/a)**	$ 29.10	**Civil Engineer, Associate (Range: n/a)**	$ 25.97	$ 3.13	12	$6,535.44	$6,535.44
Previous Year: **1996**		$ 28.36		$ 25.31	$ 3.05	12	$6,368.40	
Previous Year: **1995**		$ 27.56		$ 24.60	$ 2.96	4	$2,060.16	
Previous Year: **1994**					$ -	12	$0.00	
Previous Year: **1993**					$ -	12	$0.00	
Previous Year: **1992**					$ -	12	$0.00	
Previous Year: **1991**					$ -	12	$0.00	
Subtotal							**$14,964.00**	**$6,535.44**
Plus 16.56% for Benefits							$2,478.04	$1,082.27
Cost Estimate Per Position							**$17,442.04**	**$7,617.71**
Number of Positions							1	1
Total Cost Estimate							$17,442.04	$7,617.71

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/97
Department: Executive Services

Report Number: 971018
Effective Date: 10/29/96

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends **12/31/97**	**Accounting Technician III (Range: 25.0B)**	$ 17.22	**Remittance Processing Technician, Senior (Range: 22.0B)**	$ 15.36	$ 1.86	12	$3,883.68	$3,883.68
Previous Year: **1996**		$ 16.78		$ 14.97	$ 1.81	3	$944.82	
Previous Year: **1995**					$ -	12	$0.00	
Previous Year: **1994**					$ -	12	$0.00	
Previous Year: **1993**					$ -	12	$0.00	
Previous Year: **1992**					$ -	12	$0.00	
Previous Year: **1991**					$ -	12	$0.00	
Subtotal							**$4,828.50**	**$3,883.68**
Plus 16.56% for Benefits							$799.60	$643.14
Cost Estimate Per Position							**$5,628.10**	**$4,526.82**
Number of Positions							1	1
Total Cost Estimate							$5,628.10	$4,526.82

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/97
Department: Executive Services

Report Number: 971136
Effective Date: 12/5/96

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends **12/31/97**	**Systems Analyst, Senior (Range 37.5A)**	$ 27.73	**Data Assistant (Range: 23.0C)**	$ 15.94	$ 11.79	12	$24,617.52	$24,617.52
Previous Year: **1996**		$ 27.03		$ 15.54	$ 11.49	1	$1,999.26	
Previous Year: **1995**					$	12	$0.00	
Previous Year: **1994**					$ -	12	$0.00	
Previous Year: **1993**					$ -	12	$0.00	
Previous Year: **1992**					$ -	12	$0.00	
Previous Year: **1991**					$ -	12	$0.00	
Subtotal							**$26,616.78**	**$24,617.52**
Plus 16.56% for Benefits							$4,407.74	$4,076.66
Cost Estimate Per Position							**$31,024.52**	**$28,694.18**
Number of Positions							1	1
Total Cost Estimate							$31,024.52	$28,694.18

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/97
Department: Executive Services

Report Number: 971137
Effective Date: 12/5/96

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends **12/31/97**	**Systems Analyst, Senior (Range: 37.5A)**	$ 27.73	**Data Processing Systems Analyst**	$ 23.59	$ 4.14	12	$8,644.32	$8,644.32
Previous Year: **1996**		$ 27.03		$ 22.99	$ 4.04	1	$702.96	
Previous Year: **1995**					$ -	12	$0.00	
Previous Year: **1994**					$ -	12	$0.00	
Previous Year: **1993**					$ -	12	$0.00	
Previous Year: **1992**					$ -	12	$0.00	
Previous Year: **1991**					$ -	12	$0.00	
Subtotal							**$9,347.28**	**$8,644.32**
Plus 16.56% for Benefits							$1,547.91	$1,431.50
Cost Estimate Per Position							**$10,895.19**	**$10,075.82**
Number of Positions							1	1
Total Cost Estimate							$10,895.19	$10,075.82

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/97
Department: Executive Services

Report Number: 1147-97
Effective Date: 1/1/97

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends **12/31/97**	**Assistant to the Superintendent (Range: n/a)**	$ 29.87	**Executive, Assistant (Range: 38.5A)**	$ 28.77	$ 1.10	12	$2,296.80	$2,296.80
Previous Year: **1996**					$ -	12	$0.00	
Previous Year: **1995**					$ -	12	$0.00	
Previous Year: **1994**					$ -	12	$0.00	
Previous Year: **1993**					$ -	12	$0.00	
Previous Year: **1992**					$ -	12	$0.00	
Previous Year: **1991**					$ -	12	$0.00	
Subtotal							**$2,296.80**	**$2,296.80**
Plus 16.56% for Benefits							$380.35	$380.35
Cost Estimate Per Position							**$2,677.15**	**$2,677.15**
Number of Positions							1	1
Total Cost Estimate							$2,677.15	$2,677.15

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/97
Department: Executive Services

Report Number: 97-11351
Effective Date: 1/23/97

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends **12/31/97**	**Management Systems Analyst, Senior (Range: 37.5A)**	$ 27.73	**Manager I (Range: 36.5A)**	$ 26.72	$ 1.01	12	$2,108.88	$2,108.88
Previous Year: **1996**					$ -	12	$0.00	
Previous Year: **1995**					$ -	12	$0.00	
Previous Year: **1994**					$ -	12	$0.00	
Previous Year: **1993**					$ -	12	$0.00	
Previous Year: **1992**					$ -	12	$0.00	
Previous Year: **1991**					$ -	12	$0.00	
Subtotal							**$2,108.88**	**$2,108.88**
Plus 16.56% for Benefits							$349.23	$349.23
Cost Estimate Per Position							**$2,458.11**	**$2,458.11**
Number of Positions							1	1
Total Cost Estimate							$2,458.11	$2,458.11

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/97
Department: Executive Services

Report Number: 97-1152
Effective Date: 1/23/97

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends **12/31/97**	**Systems Analyst, Principal (Range: 40.0A)**	$ 30.39	**Systems Analyst, Senior (Range: 37.5A)**	$ 27.73	$ 2.66	12	$5,554.08	$5,554.08
Previous Year: **1996**					$ -	12	$0.00	
Previous Year: **1995**					$ -	12	$0.00	
Previous Year: **1994**					$ -	12	$0.00	
Previous Year: **1993**					$ -	12	$0.00	
Previous Year: **1992**					$ -	12	$0.00	
Previous Year: **1991**					$ -	12	$0.00	
Subtotal							**$5,554.08**	**$5,554.08**
Plus 16.56% for Benefits							$919.76	$919.76
Cost Estimate Per Position							**$6,473.84**	**$6,473.84**
Number of Positions							1	1
Total Cost Estimate							$6,473.84	$6,473.84

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/97
Department: Executive Services

Report Number: 97-1177
Effective Date: 2/3/97

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends **12/31/97**	**Warehouser Supervisor (Range: 32.0)**	$ 22.48	**Chief Warehouser (Range: n/a)**	$ 18.69	$ 3.79	12	$7,913.52	$7,913.52
Previous Year: **1996**					$ -	12	$0.00	
Previous Year: **1995**					$ -	12	$0.00	
Previous Year: **1994**					$ -	12	$0.00	
Previous Year: **1993**					$ -	12	$0.00	
Previous Year: **1992**					$ -	12	$0.00	
Previous Year: **1991**					$ -	12	$0.00	
Subtotal							**$7,913.52**	**$7,913.52**
Plus 16.56% for Benefits							$1,310.48	$1,310.48
Cost Estimate Per Position							**$9,224.00**	**$9,224.00**
Number of Positions							1	1
Total Cost Estimate							$9,224.00	$9,224.00

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/97
Department: Housing and Human Services

Report Number: 96-878
Effective Date: 9/16/96

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends **12/31/97**	**Grants and Contracts Specialist, Senior (Range: 30.5)**	$ 21.29	**Nutritionist (Range: 30.0)**	$ 20.85	$ 0.44	12	$918.72	$918.72
Previous Year: **1996**		$ 20.75		$ 20.32	$ 0.43	4	$299.28	
Previous Year: **1995**					$ -	12	$0.00	
Previous Year: **1994**					$ -	12	$0.00	
Previous Year: **1993**					$ -	12	$0.00	
Previous Year: **1992**					$ -	12	$0.00	
Previous Year: **1991**					$ -	12	$0.00	
Subtotal							**$1,218.00**	**$918.72**
Plus 16.56% for Benefits							$201.70	$152.14
Cost Estimate Per Position							**$1,419.70**	**$1,070.86**
Number of Positions							1	1
Total Cost Estimate							$1,419.70	$1,070.86

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/97
Department: Housing and Human Services

Report Number: 96-905
Effective Date: 1/1/96

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends **12/31/97**	**Systems Analyst (Range: n/a)**	$ 23.59	**Programmer Analyst (Range: n/a)**	$ 21.42	$ 2.17	12	$4,530.96	$4,530.96
Previous Year: **1996**		$ 22.99		$ 20.88	$ 2.11	12	$4,399.42	
Previous Year: **1995**					$ -	12	$0.00	
Previous Year: **1994**					$ -	12	$0.00	
Previous Year: **1993**					$ -	12	$0.00	
Previous Year: **1992**					$ -	12	$0.00	
Previous Year: **1991**					$ -	12	$0.00	
Subtotal							**$8,930.38**	**$4,530.96**
Plus 16.56% for Benefits							$1,478.87	$750.33
Cost Estimate Per Position							**$10,409.25**	**$5,281.29**
Number of Positions							1	1
Total Cost Estimate							$10,409.25	$5,281.29

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/97
Department: Housing and Human Services

Report Number: 96-1156
Effective Date: 11/2/92

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends **12/31/97**	**Programmer Analyst (Range: n/a)**	$ 21.42	**Programmer (Range: n/a)**	$ 18.37	$ 3.05	12	$6,368.40	$6,368.40
Previous Year: **1996**		$ 20.88		$ 17.90	$ 2.98	12	$6,222.24	
Previous Year: **1995**		$ 20.29		$ 17.40	$ 2.89	12	$6,034.32	
Previous Year: **1994**		$ 18.71		$ 16.81	$ 1.90	12	$3,967.20	
Previous Year: **1993**		$ 18.27		$ 16.42	$ 1.85	12	$3,862.80	
Previous Year: **1992**		$ 17.70		$ 15.91	$ 1.79	12	$3,737.52	
Previous Year: **1991**								
Subtotal							**$30,192.48**	**$6,368.40**
Plus 16.56% for Benefits							$4,999.87	$1,054.61
Cost Estimate Per Position							**$35,192.35**	**$7,423.01**
Number of Positions							1	1
Total Cost Estimate							$35,192.35	$7,423.01

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/97
Department: Management and Planning

Report Number: 97-1189
Effective Date: 11/13/96

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends **12/31/97**	**Manager VIII (Range: 40.0A)**	$ 30.39	**Planning and Development Specialist, Senior (Range: 37.5A)**	$ 27.73	$ 2.66	12	$5,554.08	$5,554.08
Previous Year: **1996**		$ 29.62		$ 27.03	$ 2.59	2	$901.32	
Previous Year: **1995**					$ -	12	$0.00	
Previous Year: **1994**					$ -	12	$0.00	
Previous Year: **1993**					$ -	12	$0.00	
Previous Year: **1992**					$ -	12	$0.00	
Previous Year: **1991**					$ -	12	$0.00	
Subtotal							**$6,455.40**	**$5,554.08**
Plus 16.56% for Benefits							$1,069.01	$919.76
Cost Estimate Per Position							**$7,524.41**	**$6,473.84**
Number of Positions							1	1
Total Cost Estimate							$7,524.41	$6,473.84

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/97
Department: Management and Planning

Report Number: 97-1190
Effective Date: 2/11/97

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends **12/31/97**	**Budget Analyst (Range: 35.5A)**	$ 25.70	**Planning and Development Specialist II (Range: 34.0A)**	$ 24.26	$ 1.44	12	$3,006.72	$3,006.72
Previous Year: **1996**					$ -	12	$0.00	
Previous Year: **1995**					$ -	12	$0.00	
Previous Year: **1994**					$ -	12	$0.00	
Previous Year: **1993**					$ -	12	$0.00	
Previous Year: **1992**					$ -	12	$0.00	
Previous Year: **1991**					$ -	12	$0.00	
Subtotal							**$3,006.72**	**$3,006.72**
Plus 16.56% for Benefits							$497.91	$497.91
Cost Estimate Per Position							**$3,504.63**	**$3,504.63**
Number of Positions							1	1
Total Cost Estimate							$3,504.63	$3,504.63

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/97
Department: Management and Planning

Report Number: 97-1191
Effective Date: 2/11/97

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends **12/31/97**	**Budget Analyst (Range: 35.5A)**	$ 25.70	**Planning and Development Specialist II (Range: 34.0A)**	$ 24.26	$ 1.44	12	$3,006.72	$3,006.72
Previous Year: **1996**					$ -	12	$0.00	
Previous Year: **1995**					$ -	12	$0.00	
Previous Year: **1994**					$ -	12	$0.00	
Previous Year: **1993**					$ -	12	$0.00	
Previous Year: **1992**					$ -	12	$0.00	
Previous Year: **1991**					$ -	12	$0.00	
Subtotal							**$3,006.72**	**$3,006.72**
Plus 16.56% for Benefits							$497.91	$497.91
Cost Estimate Per Position							**$3,504.63**	**$3,504.63**
Number of Positions							1	1
Total Cost Estimate							$3,504.63	$3,504.63

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/97
Department: Management and Planning

Report Number: 97-1192
Effective Date:

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends **12/31/97**	**Budget Analyst (Range: 35.5A)**	$ 25.70	**Budget Analyst, Trainee (Range: 29.5A)**	$ 20.44	$ 5.26	12	$10,982.88	$10,982.88
Previous Year: **1996**					$ -	12	$0.00	
Previous Year: **1995**					$ -	12	$0.00	
Previous Year: **1994**					$ -	12	$0.00	
Previous Year: **1993**					$ -	12	$0.00	
Previous Year: **1992**					$ -	12	$0.00	
Previous Year: **1991**					$ -	12	$0.00	
Subtotal							**$10,982.88**	**$10,982.88**
Plus 16.56% for Benefits							$1,818.76	$1,818.76
Cost Estimate Per Position							**$12,801.64**	**$12,801.64**
Number of Positions							1	1
Total Cost Estimate							$12,801.64	$12,801.64

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/97
Department: Muncipial Court

Report Number: 95-691
Effective Date: 7/10/95

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends **12/31/97**	**Administrative Specialist II-MC (Range: 22.0B)**	$ 15.66	**Administrative Specialist I-MC (Range: 20.5B)**	$ 14.51	$ 1.15	12	$2,401.20	$2,401.20
Previous Year: **1996**		$ 14.97		$ 14.14	$ 0.83	12	$1,733.04	
Previous Year: **1995**		$ 14.55		$ 13.74	$ 0.81	6	$845.64	
Previous Year: **1994**					$ -	12	$0.00	
Previous Year: **1993**					$ -	12	$0.00	
Previous Year: **1992**					$ -	12	$0.00	
Previous Year: **1991**					$ -	12	$0.00	
Subtotal							**$4,979.88**	**$2,401.20**
Plus 16.56% for Benefits							$824.67	$397.64
Cost Estimate Per Position							**$5,804.55**	**$2,798.84**
Number of Positions							17	17
Total Cost Estimate							$98,677.32	$47,580.26

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/97
Department: Muncipial Court

Report Number: 95-893
Effective Date: 5/26/96

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends **12/31/97**	**Administrative Specialist II-MC (Range: 22.5B)**	$ 15.66	**Administrative Specialist I-MC (Range: 20.5B)**	$ 14.51	$ 1.15	12	$2,401.20	$2,401.20
Previous Year: **1996**		$ 14.97		$ 14.14	$ 0.83	8	$1,155.36	
Previous Year: **1995**					$ -	12	$0.00	
Previous Year: **1994**					$ -	12	$0.00	
Previous Year: **1993**					$ -	12	$0.00	
Previous Year: **1992**					$ -	12	$0.00	
Previous Year: **1991**					$ -	12	$0.00	
Subtotal							**$3,556.56**	**$2,401.20**
Plus 16.56% for Benefits							$588.97	$397.64
Cost Estimate Per Position							**$4,145.53**	**$2,798.84**
Number of Positions							1	1
Total Cost Estimate							$4,145.53	$2,798.84

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/97
Department: Municipal Court

Report Number: 96-1028
Effective Date: 1/29/96

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends **12/31/97**	**Administrative Specialist II-MC (Range: 22.0B)**	$ 15.66	**Accounting Technician I-MC (Range: 20.05B)**	$ 14.51	$ 1.15	12	$2,401.20	$2,401.20
Previous Year: **1996**		$ 14.97		$ 14.14	$ 0.83	12	$1,733.04	
Number of Positions: **6**								
Current Year Ends **12/31/97**	**Administrative Specialist II-MC (Range: 22.0B)**	$ 15.66	**Administrative Specialist I-MC (Range: 22.0B)**	$ 14.51	$ 1.15	12	$2,401.20	$2,401.20
Previous Year: **1996**		$ 14.97		$ 14.14	$ 0.83	12	$1,733.04	
Number of Position: **1**								
Subtotal							**$4,134.24**	**$2,401.20**
Plus 16.56% for Benefits							$684.63	$397.64
C[illegible] Estimate Per Position							**$4,818.87**	**$2,798.84**
Number of Positions							7	7
Total Cost Estimate							$33,732.09	$19,591.87

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/97
Department: Parks and Recreation

Report Number: 96-886
Effective Date: 7/11/91

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends **12/31/97**	**Stage Technician, Lead (Range: n/a)**	$ 19.43	**Recreation Attendant (Range: n/a)**	$ 11.42	$ 8.01	12	$16,724.88	$16,724.88
Previous Year: **1996**		$ 18.94		$ 10.29	$ 8.65	12	$18,061.20	
Previous Year: **1995**		$ 18.41		$ 10.00	$ 8.41	12	$17,560.08	
Previous Year: **1994**		$ 16.49		$ 9.66	$ 6.83	12	$14,261.04	
Previous Year: **1993**		$ 16.10		$ 9.43	$ 6.67	12	$13,926.96	
Previous Year: **1992**		$ 15.60		$ 9.14	$ 6.46	12	$13,488.48	
Previous Year: **1991**		$ 16.03		$ 8.70	$ 7.33	6	$7,652.52	
Subtotal							**$94,022.64**	**$16,724.88**
Plus 16.56% for Benefits							$15,570.15	$2,769.64
Cost Estimate Per Position							**$109,592.79**	**$19,494.52**
Number of Positions							1	1
Total Cost Estimate							$109,592.79	$19,494.52

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/97
Department: Parks and Recreation

Report Number: 97-1154
Effective Date: 1/3/91

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends **12/31/97**	**Public Education Program Specialist (Range: 29.0A)**	$ 20.04	**Naturalist (Range: 26.0A)**	$ 17.86	$ 2.18	12	$4,551.84	$4,551.84
Previous Year: **1996**		$ 19.53		$ 17.41	$ 2.12	12	$4,426.56	
Previous Year: **1995**		$ 18.98		$ 16.92	$ 2.06	12	$4,301.28	
Previous Year: **1994**		$ 18.34		$ 16.35	$ 1.99	12	$4,155.12	
Previous Year: **1993**		$ 17.91		$ 15.97	$ 1.94	12	$4,050.72	
Previous Year: **1992**		$ 17.35		$ 15.47	$ 1.88	12	$3,925.44	
Previous Year: **1991**		$ 16.52		$ 14.73	$ 1.79	12	$3,737.52	
Subtotal							**$25,410.96**	**$4,551.84**
Plus 16.56% for Benefits							$4,208.05	$753.78
Cost Estimate Per Position							**$29,619.01**	**$5,305.62**
Number of Positions							5	5
Total Cost Estimate							$148,095.07	$26,528.12

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/97
Department: Police

Report Number: 95-446A
Effective Date: 3/21/95

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends **12/31/97**	**Exectuive Assistant, Senior (Range: 38.5A)**	$ 28.77	**Planner, Senior (Range: 38.5A)**	$ 28.77	$ -	12	$0.00	$0.00
Previous Year: **1996**		$ 28.04		$ 28.04	$ -	12	$0.00	
Previous Year: **1995**		$ 27.25		$ 27.25	$ -	10	$0.00	
Previous Year: **1994**					$ -	12	$0.00	
Previous Year: **1993**					$ -	12	$0.00	
Previous Year: **1992**					$ -	12	$0.00	
Previous Year: **1991**					$ -	12	$0.00	
Subtotal							**$0.00**	**$0.00**
Plus 16.56% for Benefits							$0.00	$0.00
Cost Estimate Per Position							**$0.00**	**$0.00**
Number of Positions							1	1
Total Cost Estimate							$0.00	$0.00

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/97
Department: Seattle Center

Report Number: 97-1155
Effective Date: 1/1/97

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1997 Rate
Current Year Ends **12/31/97**	**Manager V (Range: 38.5A)**	$ 28.77	**Administrative Staff Assistant (Range: 29.5A)**	$ 20.44	$8.33	12	$17,393.04	$17,393.04
Previous Year: **1996**					$0.00	12	$0.00	
Previous Year: **1995**					$0.00	12	$0.00	
Previous Year: **1994**					$0.00	12	$0.00	
Previous Year: **1993**					$0.00	12	$0.00	
Previous Year: **1992**					$0.00	12	$0.00	
Previous Year: **1991**					$0.00	12	$0.00	
Subtotal							**$17,393.04**	**$17,393.04**
Plus 16.56% for Benefits							$2,880.29	$2,880.29
Cost Estimate Per Position							**$20,273.33**	**$20,273.33**
Number of Positions							1	1
Total Cost Estimate							$20,273.33	$20,273.33

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/97
Department: Seattle Public Utilities

Report Number: 971146
Effective Date: 1/21/97

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1997 Rate
Current Year Ends **12/31/97**	**Systems Analyst, Senior (Range: 37.5A)**	$ 27.73	**Civil Engineering Specialist, Assoicate (Range: n/a)**	$ 24.52	$3.21	12	$6,702.48	$6,702.48
Previous Year: **1996**					$0.00	12	$0.00	
Previous Year: **1995**					$0.00	12	$0.00	
Previous Year: **1994**					$0.00	12	$0.00	
Previous Year: **1993**					$0.00	12	$0.00	
Previous Year: **1992**					$0.00	12	$0.00	
Previous Year: **1991**					$0.00	12	$0.00	
Subtotal							**$6,702.48**	**$6,702.48**
Plus 16.56% for Benefits							$1,109.93	$1,109.93
Cost Estimate Per Position							**$7,812.41**	**$7,812.41**
Number of Positions							1	1
Total Cost Estimate							$7,812.41	$7,812.41

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/97
Department: Seattle Public Utilities

Report Number: 971175
Effective Date: 11/27/96

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1997 Rate
Current Year Ends **12/31/97**	**Administrative Specialist III BU (Range: 24.5B)**	$ 16.88	**Data Entry Operator, Principal (Range: 20.0C)**	$ 14.28	$2.60	12	$5,428.80	$5,428.80
Previous Year: **1996**		$ 16.45		$ 13.92	$2.53	2	$880.44	
Previous Year: **1995**					$0.00	12	$0.00	
Previous Year: **1994**					$0.00	12	$0.00	
Previous Year: **1993**					$0.00	12	$0.00	
Previous Year: **1992**					$0.00	12	$0.00	
Previous Year: **1991**					$0.00	12	$0.00	
Subtotal							**$6,309.24**	**$5,428.80**
Plus 16.56% for Benefits							$1,044.81	$899.01
Cost Estimate Per Position							**$7,354.05**	**$6,327.81**
Number of Positions							1	1
Total Cost Estimate							$7,354.05	$6,327.81

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/97
Department: Seattle Public Utilities

Report Number: 971179
Effective Date: 1/19/96

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1997 Rate
Current Year Ends **12/31/97**	**Civil Engineer, Associate (Range: n/a)**	$ 25.97	**Civil Engineer, Assistant I (Range: n/a)**	$ 19.85	$6.12	12	$12,778.56	$12,778.56
Previous Year: **1996**		$ 25.31		$ 19.35	$5.96	12	$12,444.48	
Previous Year: **1995**					$0.00	12	$0.00	
Previous Year: **1994**					$0.00	12	$0.00	
Previous Year: **1993**					$0.00	12	$0.00	
Previous Year: **1992**					$0.00	12	$0.00	
Previous Year: **1991**					$0.00	12	$0.00	
Subtotal							**$25,223.04**	**$12,778.56**
Plus 16.56% for Benefits							$4,176.94	$2,116.13
Cost Estimate Per Position							**$29,399.98**	**$14,894.69**
Number of Positions							1	1
Total Cost Estimate							$29,399.98	$14,894.69

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/97
Department: Seattle Public Utilities

Report Number: 971200
Effective Date: 5/3/96

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1997 Rate
Current Year Ends **12/31/97**	**Planning & Development Specialist, Senior (Range: 37.5A)**	$ 27.73	**Planning & Development Specialist II (Range: 37.5A)**	$ 24.26	$3.47	12	$7,245.36	$7,245.36
Previous Year: **1996**		$ 27.03		$ 23.65	$3.38	8	$4,704.96	
Previous Year: **1995**					$0.00	12	$0.00	
Previous Year: **1994**					$0.00	12	$0.00	
Previous Year: **1993**					$0.00	12	$0.00	
Previous Year: **1992**					$0.00	12	$0.00	
Previous Year: **1991**					$0.00	12	$0.00	
Subtotal							**$11,950.32**	**$7,245.36**
Plus 16.56% for Benefits							$1,978.97	$1,199.83
Cost Estimate Per Position							**$13,929.29**	**$8,445.19**
Number of Positions							1	1
Total Cost Estimate							$13,929.29	$8,445.19

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/97
Department: Water (Seattle Public Utilities)

Report Number: 96-858
Effective Date: 8/7/96

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1997 Rate
Current Year Ends **12/31/97**	**Enconomist, Principal (Range: 40.0A)**	$ 30.39	**Economist, Senior (Range: 35.5A)**	$ 28.77	$1.62	12	$3,382.56	$3,382.56
Previous Year: **1996**		$ 29.62		$ 28.04	$1.58	5	$1,374.60	
Previous Year: **1995**					$0.00	12	$0.00	
Previous Year: **1994**					$0.00	12	$0.00	
Previous Year: **1993**					$0.00	12	$0.00	
Previous Year: **1992**					$0.00	12	$0.00	
Previous Year: **1991**					$0.00	12	$0.00	
Subtotal							**$4,757.16**	**$3,382.56**
Plus 16.56% for Benefits							$787.79	$560.15
Cost Estimate Per Position							**$5,544.95**	**$3,942.71**
Number of Positions							1	1
Total Cost Estimate							$5,544.95	$3,942.71

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/97
Department: Seattle Public Utilities

Report Number: 96-1053
Effective Date: 6/14/96

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1997 Rate
Current Year Ends **12/31/97**	**Utility Accounts Supervisor (Range: 28.5A)**	$ 19.65	**Combined Utilities Billing Supervisor (Range: 27.0A)**	$ 18.55	$1.10	12	$2,296.80	$2,296.80
Previous Year: **1996**		$ 19.15		$ 18.08	$1.07	7	$1,303.26	
Previous Year: **1995**					$0.00	12	$0.00	
Previous Year: **1994**					$0.00	12	$0.00	
Previous Year: **1993**					$0.00	12	$0.00	
Previous Year: **1992**					$0.00	12	$0.00	
Previous Year: **1991**					$0.00	12	$0.00	
Subtotal							**$3,600.06**	**$2,296.80**
Plus 16.56% for Benefits							$596.17	$380.35
Cost Estimate Per Position							**$4,196.23**	**$2,677.15**
Number of Positions							1	1
Total Cost Estimate							$4,196.23	$2,677.15

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/97
Department: Water (Seattle Public Utilities)

Report Number: 96-858
Effective Date: 8/7/96

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1997 Rate
Current Year Ends **12/31/97**	**Enconomist, Principal (Range: 40.0A)**	$ 30.39	**Economist, Senior (Range: 35.5A)**	$ 28.77	$1.62	12	$3,382.56	$3,382.56
Previous Year: **1996**		$ 29.62		$ 28.04	$1.58	5	$1,374.60	
Previous Year: **1995**					$0.00	12	$0.00	
Previous Year: **1994**					$0.00	12	$0.00	
Previous Year: **1993**					$0.00	12	$0.00	
Previous Year: **1992**					$0.00	12	$0.00	
Previous Year: **1991**					$0.00	12	$0.00	
Subtotal							**$4,757.16**	**$3,382.56**
Plus 16.56% for Benefits							$787.79	$560.15
Cost Estimate Per Position							**$5,544.95**	**$3,942.71**
Number of Positions							1	1
Total Cost Estimate							$5,544.95	$3,942.71

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 1/97
Department: Seattle Public Utilities

Report Number: 96-1053
Effective Date: 6/14/96

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1997 Rate
Current Year Ends **12/31/97**	**Utility Accounts Supervisor (Range: 28.5A)**	$ 19.65	**Combined Utilities Billing Supervisor (Range: 27.0A)**	$ 18.55	$1.10	12	$2,296.80	$2,296.80
Previous Year: **1996**		$ 19.15		$ 18.08	$1.07	7	$1,303.26	
Previous Year: **1995**					$0.00	12	$0.00	
Previous Year: **1994**					$0.00	12	$0.00	
Previous Year: **1993**					$0.00	12	$0.00	
Previous Year: **1992**					$0.00	12	$0.00	
Previous Year: **1991**					$0.00	12	$0.00	
Subtotal							**$3,600.06**	**$2,296.80**
Plus 16.56% for Benefits							$596.17	$380.35
Cost Estimate Per Position							**$4,196.23**	**$2,677.15**
Number of Positions							1	1
Total Cost Estimate							$4,196.23	$2,677.15

ATTACHMENT C

First Quarter 1997 - Non-Project Costing - (Attachment C)

Department: Administrative Services

Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/97)	Cost of Previous 1997 Actions	Total Cost of 1997 Actions	12 Months Cost at 1997 Rates
96-898A	Telephone Services Coordinator	Training & Education Coordinator	1	7/2/96	$20,225			$21,612
	Management Systems Analyst, Senior	Training & Education Coordinator						
			Department Totals:		$35,119			$35,387

Department: City Light

Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/97)	Cost of Previous 1997 Actions	Total Cost of 1997 Actions	12 Months Cost at 1997 Rates
95-324	Manager I	Program Coordinator II	1	1/1/94	$79,755			$8,202
96-800	Systems Analyst, Senior	Systems Analyst	1	4/26/95	$27,009			$10,003
96-896	Accounting Technician III-BU	Accounting Technician II-BU	1	5/1/90	$27,599			$4,089
96-899	Chief Warehouser	Warehouser, Senior-BU	1	3/30/96	$7,236			$3,991
96-900	Architectural Project Coordinator	Interior Design Services Supervisor	1	9/9/96	$11,674			$8,810
96-900A	Architectural Project Coordinator	Associate Architect	1	1/2/91	$0			$0
96-1054	Admin Spec II-BU	Admin Spec I-BU	1	7/19/96	$4,162			$2,799
96-1098	Electrical Engineer, Assoc	Admin Spec I-BU	1	10/1/96	$34,687			$27,891
97-166	Capital Projects Coord, Sr	Electrical Engineer, Asst	1	1/21/97	$8,956			$8,956
97-1170	Conservation Policy Analyst	Energy Planning Supv	1	2/17/97	$0			$0
97-1173	Cable Splicer Crew Chief-Network Area	Cable Splicer-Journeyworker in Charge	1	2/6/97	$4,454			$4,454
			Department Totals:		$205,532			$79,194

Department: Construction & Land Use

Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/97)	Cost of Previous 1997 Actions	Total Cost of 1997 Actions	12 Months Cost at 1997 Rates
961059	Admin Spec II-BU	Admin Support Supv	1	11/14/96	$6,226			$5,354
			Department Totals:		$6,226			$5,354

First Quarter 1997 - Non-Project Costing - (Attachment C)

Department: Engineering (Transportation)

Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/97)	Cost of Previous 1997 Actions	Total Cost of 1997 Actions	12 Months Cost at 1997 Rates
95-606	Civil Engineer, Sr	Civil Engineer, Assoc	1	9/5/95	$17,442			$7,618
				Department Totals:	$17,442			$7,618

Department: Engineering (Seattle Public Utilities)

Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/97)	Cost of Previous 1997 Actions	Total Cost of 1997 Actions	12 Months Cost at 1997 Rates
95-634A	Capital Projects Coord	Civil Engineering Spec, Assoc	1	2/16/95	$14,850			$5,379
96-836	Cartographer	Engineering Aide	1	9/8/95	$23,291			$10,173
96-838	Cartographer, Sr	Cartographer	1	9/18/95	$10,019			$4,381
				Department Totals:	$48,160			$19,932

Department: Executive Services

Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/97)	Cost of Previous 1997 Actions	Total Cost of 1997 Actions	12 Months Cost at 1997 Rates
971018	Accting Tech III	Remittance Procesing Tech, Sr	1	10/29/96	$5,628			$4,527
971136	Systems Analyst, Sr	Data Assistant	1	12/5/96	$31,025			$28,694
971137	Accting Tech III	Data Processing Systems Analyst	1	12/5/96	$10,895			$10,076
1147-97	Systems Analyst, Principal	Systems Analyst, Sr	1	1/1/97	$6,474			$6,474
97-11351	Mgmt Systems Analyst, Sr	Manager I	1	1/23/97	$2,458			$2,458
97-1152	Systems Analyst, Principal	Systems Analyst, Sr	1	1/23/97	$6,474			$6,474
97-1177	Warehouser Supv	Chief Warehouser	1	2/3/97	$9,224			$9,224
				Department Totals:	$72,177			$67,926

First Quarter 1997 - Non-Project Costing - (Attachment C)

Department: Housing and Human Services

Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/97)	Cost of Previous 1997 Actions	Total Cost of 1997 Actions	12 Months Cost at 1997 Rates
96-878	Grants & Contracts Spec, Sr	Nurtitionist	1	9/16/96	$1,420			$1,071
96-905	Systems Analyst	Programmer Analyst	1	1/1/96	$10,409			$5,281
96-1156	Programmer Analyst	Programmer	1	11/2/92	$21,709			$7,423
			Department Totals:		$33,538			$13,775

Department: Executive--Management and Planning

Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/97)	Cost of Previous 1997 Actions	Total Cost of 1997 Actions	12 Months Cost at 1997 Rates
97-1189	Manager VIII	Planning & Development Spec, Sr	1	11/13/96	$7,524			$6,474
97-1190	Budget Analyst	Planning & Development Spec II	1	2/11/97	$3,505			$3,505
97-1191	Budget Analyst	Planning & Development Spec II	1	2/11/97	$3,505			$3,505
97-1192	Budget Analyst	Budget Analyst, Trainee	1		$12,802			$12,802
			Department Totals:		$27,335			$26,285

Department: Muncipial Court

Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/97)	Cost of Previous 1997 Actions	Total Cost of 1997 Actions	12 Months Cost at 1997 Rates
95-691	Admin Spec II-MC	Admin Spec I-MC	17	7/10/95	$98,677			$47,580
95-893	Admin Spec II-MC	Admin Spec I-MC	1	5/26/96	$4,146			$2,799
96-1028	Admin Spec II-MC	Accounting Technician I-MC	7	1/29/96	$33,732			$19,592
			Department Totals:		$136,555			$69,971

First Quarter 1997 - Non-Project Costing - (Attachment C)

Department: Parks and Recreation

Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/97)	Cost of Previous 1997 Actions	Total Cost of 1997 Actions	12 Months Cost at 1997 Rates
96-886	Lead Stage Tech	Recreation Attendant	1	7/11/91	$109,593			$19,495
97-1154	Public Education Prgm Spec	Naturalist	5	1/3/91	$148,095			$26,528
		Department Totals:			$257,688			$46,023

Department: Police

Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/97)	Cost of Previous 1997 Actions	Total Cost of 1997 Actions	12 Months Cost at 1997 Rates
95-446A	Executive Assistant, Sr	Planner, Sr	1	3/21/95	$0			$0
		Department Totals:			$0			$0

Department: Seattle Center

Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/97)	Cost of Previous 1997 Actions	Total Cost of 1997 Actions	12 Months Cost at 1997 Rates
971155	Manager V	Admin Staff Assistant	1	1/1/97	$20,273			$20,273
		Department Totals:			$20,273			$20,273

Department: Seattle Public Utilities

Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/97)	Cost of Previous 1997 Actions	Total Cost of 1997 Actions	12 Months Cost at 1997 Rates
971200	Planning & Development Spec, Sr	Planning & Development Spec II	1	5/3/96	$13,929			$8,445
971146	Systems Analyst, Sr	Civil Engineering Spec, Assoc	1	1/21/97	$7,812			$7,812
971175	Admin Spec III-BU	Data Entry Operator, Principal	1	11/27/96	$7,354			$6,328
971179	Civil Engineer, Assoc	Civil Engineer, Assistant I	1	1/19/96	$29,400			$14,895
		Department Totals:			$58,495			$37,480

First Quarter 1997 - Non-Project Costing - (Attachment C)

Department: Water (Seattle Public Utilities)								
Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/97)	Cost of Previous 1997 Actions	Total Cost of 1997 Actions	12 Months Cost at 1997 Rates
96-858	Economist, Principal	Economist, Sr	1	8/7/96	$5,545			$3,943
96-1053	Utility Accounts Supv	Combined Utilities Billing Supv	1	6/14/96	$29,400			$29,400
			Department Totals:		$34,945			$33,343

Department: ALL DEPARTMENT (GRAND TOTAL)								
ort No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/97)	Cost of Previous 1997 Actions	Total Cost of 1997 Actions	12 Months Cost at 1997 Rates
			GRAND TOTALS:		$953,485			$462,561

TIME AND DATE STAMP

SPONSORSHIP

THE ATTACHED DOCUMENT IS SPONSORED FOR FILING WITH THE CITY COUNCIL BY THE MEMBER(S) OF THE CITY COUNCIL WHOSE SIGNATURE(S) ARE SHOWN BELOW:

Charles Ulrey

FOR CITY COUNCIL PRESIDENT USE ONLY

COMMITTEE(S) REFERRED TO:

PRESIDENT'S SIGNATURE

approved by [signature]

97-069

City of Seattle

Executive Department—Office of Management and Planning

Thomas M. Tierney, Director
Norman B. Rice, Mayor

March 18, 1997

COPY RECEIVED
PM 1:01
CITY ATTORNEY

The Honorable Mark Sidran
City Attorney
City of Seattle

Dear Mr. Sidran:

The Mayor is proposing to the City Council that the enclosed legislation be adopted.

REQUESTING DEPARTMENT: Executive Services Department

SUBJECT: AN ORDINANCE establishing titles, retitling, reclassifying, and setting compensation for certain employee positions in various City departments; creating new titles and salaries in various City departments; correcting titles in various City departments resulting from classification reconsiderations subsequent to the adoption of the 1997 Budget; retitling, reclassifying and fixing compensation for certain positions in various City departments pursuant to the Classification Project and provisions of Ordinance #115359 and Resolution #27544; correcting titles as shown on Ordinance #118387; retitling and setting compensation for certain employee positions in City departments as recommended by the Management Compensation Review Committee; amending S.M.C. 4.13.010 by a 2/3 vote of the Council to exempt additional positions from the classified services; and providing payment therefor.

Pursuant to the City Council's S.O.P. 100-014, the Executive Department is forwarding this request for legislation to your office for review and drafting.

After reviewing this request and any necessary redrafting of the enclosed legislation, return the legislation to OMP. Any specific questions regarding the legislation can be directed to Sherry Johnson at 684-8084.

Sincerely,

Norman B. Rice
Mayor

by [signature]

TOM TIERNEY
Director

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Enclosure

City of Seattle

TITLE-ONLY PUBLICATION

The full text of the following ordinances, passed by the City Council April 21, 1997, and published here title only, will be mailed, at no cost, on request for two months after this publication. For further information, contact the Seattle City Clerk at 684-4.

ORDINANCE NO. 118560

AN ORDINANCE relating to Seattle Public Utilities; and authorizing the sale of up to 5.5 million board feet of second-growth timber on certain City-owned property in Ferry County, Washington, for the purpose of further developing the Ceder River Watershed Habitat Conservation Plan.

ORDINANCE NO. 118561

AN ORDINANCE establishing titles, retitling, reclassifying, and setting compensation for certain employee positions in various City departments; creating new titles and salaries in various City departments; correcting titles in various City departments resulting from classification reconsiderations subsequent to the adoption of the 1997 Budget; retitling, reclassifying and fixing compensation for certain positions in various City departments pursuant to the Classification Project and provisions of Ordinance #115359 and Resolution #27544; correcting titles as shown on Ordinance #118387; retitling and setting compensation for certain employee positions in City departments as recommended by the Management Compensation Review Committee; amending S. M. C. 4.13.010 by a ⅔ vote of the Council to exempt additional positions from the classified services; and providing payment therefor.

ORDINANCE NO. 118563

AN ORDINANCE authorizing an expenditure from the Judgment/Claims Fund to settle the claim of Marliss Levin (C-59143), all by a two-thirds vote of the City Council.

ORDINANCE NO. 118564

AN ORDINANCE authorizing an expenditure from the Judgment/Claims Fund to settle the claim of Mona Lake Jones (C-55599), all by a two-thirds vote of the City Council.

ORDINANCE NO. 118565

AN ORDINANCE authorizing the Department of Finance General to make payment to the Fuzzy Wuzzy Rug Company for emergency work that exceeded the department's direct voucher purchasing authority to clean up water damage to Sand Point buildings, performed for the Office of Sand Point Operations.

Publication ordered by JUDITH PIPN, City Clerk.

Date of official publication in Daily Journal of Commerce, Seattle, May 14, 1997. 5/14(80539)

STATE OF WASHINGTON - KING COUNTY

—ss.

e, City Clerk

No. ORDINANCE TI

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:118560-118565

was published on

05/14/97

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

R. Patterson

Subscribed and sworn to before me on

05/14/97

Notary Public for the State of Washington, residing in Seattle