Ordinance No. 118766

Council Bill No. 111930

AN ORDINANCE establishing titles, retitling, reclassifying, and setting compensation for certain positions in various City departments; creating new titles and salaries in various City departments; creating a new title and salary in various City departments resulting from classification reconsiderations subsequent to the adoption of the 1997 Budget; salary recommendation for an existing title; retitling, reclassifying and fixing compensation for certain position in various City departments pursuant to the Classification Project and provisions of Ordinance #115359 and Resolution #27544; correcting a position number as shown on Ordinance #118561; correcting a title as shown on Ordinance #118561; retitling and setting compensation for certain position in City department 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 position from the classified services; and providing payment therefor.

OCT 20 1997

Date Re - Referred: OCT 20 1997	To: (committee) FULL COUNCIL
Date Re - Referred:	To: (committee)
Date of Final Passage: 10-27-97	Full Council Vote: 9-0
Date Presented to Mayor: 10-27-97	Date Approved: OCT 28 1997
Date Returned to City Clerk: OCT 28 1997	Date Published: T.O. ✓ F.T. ___
Date Vetoed by Mayor:	Date Veto Published:
Date Passed Over Veto:	Veto Sustained:

The City of Seattle

Council Bill/Ordinar

10-27-97 FOR

This file is complete and ready

Law Dept. Review

The City of Seattle - Legislative Department

Council Bill/Ordinance sponsored by: CHONG
Councilmember

Committee Action:

10-27-97 Full Council Action: Passed 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

Sarah Welch/Lidia Santiesteban
3Q97.doc
October 1, 1997
Version: 2

ORDINANCE 118766

AN ORDINANCE establishing titles, retitling, reclassifying, and setting compensation for certain positions in various City departments; creating new titles and salaries in various City departments; creating a new title and salary in various City departments resulting from classification reconsiderations subsequent to the adoption of the 1997 Budget; salary recommendation for an existing title; retitling, reclassifying and fixing compensation for certain position in various City departments pursuant to the Classification Project and provisions of Ordinance #115359 and Resolution #27544; correcting a position number as shown on Ordinance #118561; correcting a title as shown on Ordinance #118561; retitling and setting compensation for certain position in City department 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 position 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, positions in certain City employing units are hereby retitled, or otherwise adjusted, effective as noted in respective Classification Determinations as shown below:

CITY LIGHT

1 position (#015811) of Civil Engineering Specialist, Assistant III retitled to Civil Engineering Specialist, Associate (Report #97-1322).

1 position (#017207) of Civil Engineering Specialist, Assistant III retitled to Civil Engineering Specialist, Associate (Report #97-1323).

1 position (#019222) of Administrative Specialist I-BU retitled to Administrative Specialist II-BU (Report #97-1326).

1 position (#020114) of Accounting Technician II-BU retitled to Executive Assistant (Report #97-1332).

1 position (#012605) of Accounting Technician II-BU retitled to Administrative Staff Assistant (Report #97-1333).

1 position (#022932) of Research and Evaluation Aide retitled to Accounting Technician II-BU (Report #97-1335).

1 position (#018300) of Planning and Development Specialist I retitled to Planning and Development Specialist II (Report #97-1336).

2 positions (#013001, #013676) of Power Structures Mechanic Crew Chief and Power Structures Mechanic retitled to Communications Electrician II (Report #97-1381).

ENGINEERING (Seattle Public Utilities)

1 position (#019609) of Systems Analyst, Assistant retitled to Management Systems Analyst, Entry (9/7/97-12/31/96), Management Systems Analyst (effective 1/1/97) (Report #96-678A).

EXECUTIVE (Office of Economic Development)

1 position (#024523) of Finance Analyst retitled to Finance Analyst, Senior (Report #97-1278).

EXECUTIVE SERVICES

1 position (#010689) of Accountant retitled to Management Systems Analyst (Report #971213).

1 position (#024573) of Personnel Specialist retitled to Training Development and Program Coordinator (Report #97-1277).

1 position (#010751) of Parking Meter Collection Supervisor retitled to Manager III (Report #97-1297).

1 position (#025682) of Administrative Specialist III retitled to Administrative Staff Analyst (Report #97-1341).

1 position (#019073) of Management Systems Analyst, Senior retitled to Management Systems Analyst Supervisor (Report #97-1347).

1 position (#025018) of Personnel Analyst Supervisor retitled to Manager V (Report #97-1359).

1 position (#081533) of Finance Analyst - DAS retitled to Management Systems Analyst, Senior (Report #97-1365).

HOUSING AND HUMAN SERVICES

1 position (#021963) of Human Services Coordinator, Assistant retitled to Human Services Coordinator (Report #97-1287).

MUNICIPAL COURT

2 positions (#011442, #019698) of Administrative Specialist II-MC retitled to Court Clerk (Report #97-1312).

PARKS AND RECREATION

1 position (#018397) of Laboratory Technician retitled to Laboratory Technician I (Report #97-1355).

2 positions (#009817, #016422) of Administrative Specialist II-BU retitled to Parks Special Events Scheduler (Grievance Award of the Classification Project Appeals Examiner #92-033, signed by the Personnel Director 10/18/95).

SEATTLE CENTER

1 position (#022618) of Administrative Support Assistant-BU retitled to Admissions Personnel Dispatcher (Report #97-1340).

SEATTLE PUBLIC UTILITIES

3 positions (#020556, #023248, #022191) of Finance Analyst retitled to Finance Analyst, Senior (Report #97-1324).

1 position (#011958) of Forest Maintenance Worker, Senior retitled to Equipment Maintenance Crew Chief (Report #97-1325).

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

Department	Title	Salary Range/Rate
City Light	Journeyworker Assigned Meter	$24.04 hourly rate (Memo of Understanding, effective 3/19/97).
Seattle Public Utilities	Utility Accounts Supervisor	28.5A (Salary Report #96-1053A, effective 12/7/95).

SECTION 3. CLASSIFICATION PROJECT, NEW TITLE AND SALARY. As recommended by the Personnel Director, the following title and salary rate is established for the Classification Project, effective as of January 2, 1991.

Departments	Title	Salary Range/Rate
Parks and Recreation	Laboratory Technician I	21.0A (Salary Report #97-1356)

SECTION 4. SALARY RECOMMENDATION. As recommended by the Personnel Director, the salary for the following title is hereby changed, as of the effective date of August 6, 1997.

Title	Old Salary	New Salary
Municipal Government Intern-Intermittent	$12.06 per hour	$17.53 per hour (Salary Report #97-1292)

SECTION 5. CLASSIFICATION PROJECT. As recommended by the Personnel Director in materials attached hereto, the following position in certain City employing unit is hereby retitled, or otherwise adjusted, as noted in the respective Classification Determinations as shown below. As part of the Classification Project, this action is pursuant to provisions of Ordinance #115359 and Resolution #27544.

PARKS AND RECREATION

1 position (#023062) of Volunteer Supervisor retitled to Volunteer Programs Coordinator (Report #97-1239).

SECTION 6. CORRECTIONS TO ORDINANCE #118561

It is hereby confirmed that position #023951 in the Municipal Court is the correct position to be retitled from Principal Systems Analyst to Director X by Ordinance 118561. (Ordinance 118561 inadvertently listed the position number as 023591; that position is a Recreation Program Specialist in the Parks Department, and shall be unaffected by the actions of Ordinance 118561 and this current ordinance.)

SECTION 7. TITLE CORRECTIONS. The following is submitted to correct an incorrect ordinance title shown in Section 1 of Ordinance #118561.

Department	Title/Position Number As Shown (Ord #118561)	Correct Title/ Position Number	Retitled To
Housing and Human Services	Programmer Analyst Position #022753 (Report #96-905)	Counselor Position #022753 (Report #96-905A)	Systems Analyst

SECTION 8. MANAGEMENT COMPENSATION REVIEW COMMITTEE TITLE RECOMMENDATION. As recommended by the Management Compensation Review Committee (MCRC), the following position is hereby reduced back to original review salary range, effective April 4, 1997.

Department	Title/Position Number/ Former Salary Range	New Title/Position Number/ New Salary Range
Seattle Public Utilities	Water Operations Director Position #025408 Salary Range 47.0A	Director XII Position 025408 Salary Range 45.5A

(MCRC Report dated 1/6/97, see recommendation notes, page 2)

SECTION 9. 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 G, is hereby amended as follows:

Employing Unit	Titles of Exempt Positions
G. Executive Services	Accounting Services Director
	Administrative Services Director
	Administrative Services Deputy Director
	Administrative Staff Assistant (PosNo. 025346)
	Architectural Services Director
	Building Operations Director
	Classification Director
	Communications and Network Services Director
	Compliance Manager/Deputy Director
	Computer Services Manager
	Contracting Division Director
	Contracting Services Administrator
	Data Processing Applications Director
	Debt Management Coordinator
	Director I
	Director IV
	Director VIII
	Director X
	Director XII
	Economist--Dept. of Finance
	Emergency Preparedness Administrator

Employee Services Administrator
Employment Services Director
Finance Director
Fleet Services Director
Hearing Examiner, Deputy
Information Systems Director--Administrative Services
Investment Officer
Investment Officer, Assistant
Labor Relations Director
Management Planning and Support Director
Manager V--#025018
Manager VIII--#011162
Municipal Facilities Administrator
PPS Replacement Project Director
Personnel Director
Personnel Services Administrator
Planner, Senior
Planning Director, Assistant
Policy Development Director
Purchasing Manager
Risk Manager
Strategic Technology Planner
System Services Director
Technology Officer, Chief
Telecommunications Director
Treasury Director
Vehicle Maintenance 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 27th day of October, 1997, and signed by me in open session in authentication of its passage this 27th day of October, 1997.

President of the City Council

Approved by me this 29th day October, 1997.

Mayor

Filed by me this 29 day of October, 1997.

City Clerk

(SEAL)

City of Seattle

Norman B. Rice, Mayor

Executive Services Department
Dwight D. Dively, Director

MEMORANDUM

DATE: September 3, 1997

TO: Honorable Jan Drago, President
Seattle City Council

Via: Norman B. Rice, Mayor

Attn: Judy Bunnell, Acting Director
Office of Management and Planning

FROM:

Dwight Dively, Director
Executive Services Department

Sarah Welch, Director
Personnel Division

SUBJECT: Proposed Legislation - 1997 Third Quarter Classification Ordinance

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

Section 1 includes positions recommended for reclassification and retitling. *Section 2* recommends new titles and salaries for the various City departments. *Section 3* recommends a new title and salary as a result of the Classification Project, effective January 2, 1997. *Section 4* recommends a new salary for an existing title. *Section 5* 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 6* corrects a position number shown on Ordinance #118561. *Section 7* corrects a title as shown in Section 1 on Ordinance #118561. *Section 8* recommended by the Management Compensation Review Committee, an exempt position reduces to former salary range, effective April 4, 1997. *Section 9* 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.

Attachment C displays the summary of classification request acted upon and the estimated increased cost of each change from the effective date through the end of 1997, as well as departmental and City-wide total cost estimates. Consistent with past practice, Classification Project actions are not included in the costing calculations.

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

DD:sw/lyl

Attachment (1997 Third Quarter Classification Ordinance)

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

City of Seattle

Norman B. Rice, Mayor

Executive Services Department
Dwight D. Dively, Director

MEMORANDUM

DATE: September 3, 1997

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

FROM: Lidia Santiesteban
Classification/Compensation Director

SUBJECT: Represented Positions on the 1997 Third Quarter Classification Ordinance for the Committee Agenda on October 1, 1997.

The following is a breakdown of those positions from the 1997 Third Quarter Classification 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 Position(s)
004- Local 17 Prof. and Technical Eng. Technical Unit	Civil Engineering Specialist, Associate	2 (from 004)
009- Machinists, Local 289	Equipment Maintenance Crew Chief	1 (from 019)
035- Prof. and Technical Engineers, Local 17, Admin. Support Unit	Accounting Technician II-BU	1 (from 030)
	Administrative Specialist I-BU	1 (from 035)
	Administrative Specialist II-BU	2 (from 035)
	Admissions Personnel Dispatcher	1 (from 035)
	Parks Special Events Scheduler	1 (from 035)
040- Teamsters, Local 763-Municipal Court Services Employees	Court Clerk	1 (from 040)
077- IBEW, Local 77	Communications Electrician II	1 (from 077)

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

Former Bargaining Unit	Proposed Title	# of Positions
034- Local 17, Prof. and Technical Eng., Prof. Unit	Management Systems Analyst	2
035- Local 17, Prof. and Technical Eng., Admin. Support Unit	Executive Assistant	1
	Administrative Staff Assistant	1

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

LS:lyl

ATTACHMENT A

SECTION 1

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: June 4, 1997 | Report No. 97-1286

POSITION IDENTIFICATION

Department: City Light
Classification Title: Administrative Specialist I
Ordinance Title: Administrative Specialist I-BU
Position Number: 018462
Bargaining Unit: 035 **Current Salary: $13..01 - $14.51 (Salary Range 20.5B)**

RECOMMENDED ACTION

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

Rec. Bargaining Unit: 035 **Recommended Salary: $14.00 - $15.66 (Salary Range 22.5B)**

Remarks: ***Effective date of this action is 30 days after passage of the ordinance (see abbreviated PDQ which is included as part of this report)***

INCUMBENT STATUS

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

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

RECEIVED
CLASS/COMP
MAY 21 1997
FILE #

ABBREVIATED POSITION DESCRIPTION QUESTIONNAIRE

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

DEPARTMENT/DIVISION: Lighting/Power Generation Division/Org Unit 270

POSITION NUMBER: 018462 - Administrative Specialist I

DATE REQUESTED: 04/18/97 **EFFECTIVE DATE:**

CLASSIFICATION REQUESTED: Administrative Specialist II

POSITION PURPOSE: The purpose of this position is to perform a full range of administrative support functions and coordination of projects for the remote Boundary Project and special projects at this site such as the Boundary Rehabilitation Program and complete major overhauls of this site's hydroelectric generators.

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. Establish, administer, enter data and maintain WinterCress data base for the Boundary Project and its unit overhauls. Track budget expenditures for labor and materials for special projects and the Boundary Project in general. Authorize user rights to this system by determining the user's needs to access needed information. Enter labor hours into WinterCress and convert these hours for the use in payroll through use of a specialized payroll module. Document preventative maintenance and corrective maintenance on every piece of equipment at this site so that an accurate history of labor and costs are easily accessible.	(30%)
2. Prepare preliminary data for this unit's budget and workload forecast. After review by the Generation Supervisor, prepare the budget in final format for submittal to the appropriate department head. Verify the MIS (Management Information Systems) report related to budget expenditures.	(20%)
3. Draft, proofread and distribute all correspondence on behalf of the Generation Supervisor including confidential and sensitive memos to employees, memos to other department heads and letters to county officials. Take, prepare and distribute safety meeting minutes, Joint Labor Management Subcommittee minutes, On-the-Job Operator Training Committee. Type miscellaneous projects for all employees of this project.	(15%)

4. Make travel and training arrangements for all employees of the Boundary Project by preparing appropriate authorization forms, working directly with travel agent for flight, hotel, and rental car reservations, issue travel advances from the Boundary Revolving Fund, issue gas and budget credit cards, prepare claim for expenses upon employee's return and determine allowable expenses. Account for travel advance within 10 days. Reimburse employee if appropriate or deposit unused travel advance back into the Revolving Fund. Assign a trip number and maintain spread sheet with all travel information. (10%)

5. Accountable for maintaining the Boundary Revolving Fund of $11,950 and a petty cash fund of $250. This process involves working up invoices with appropriate account distribution information, obtaining authorized signature for payment, paying invoices and requesting account replenishment from Seattle. Receipts and checking account funds must balance at $11,950 at all times. Reimburse petty cash when funds are low by working up receipts and writing a check from the Revolving Fund, cashing and replenishing petty cash box. Interpret union contracts for reimburseable expenses such as overtime meals, mileage and boot allowances. Maintain spread sheet on boot allowance reimbursements and carryovers. Determine whether an invoice should be paid through the Revolving Fund or through the Seattle Financial Management System (SFMS). Set up new vendor accounts and work with vendors to obtain tax ID information. Responsible for paying all invoices charged to this unit in a timely manner to obtain any cash discounts. Work directly with vendors to solve account discrepancies when they occur. (5%)

6. Timekeeper for entire Boundary Powerhouse Staff. This includes 35 permanent full-time employees and during the summer, four 6-month positions. In addition, separate timesheets are kept for Temporary Employment Service employees which can be up to four or more employees. Collect, verify and document work order numbers, overtime usage, out of class assignments, complete timesheets, sign and overnight express to Seattle. Completed corrected timesheets as needed. (5%)

7. Responsible for all aspects of employment at this facility from advertising vacancies through OFA, local bulletins and newspapers, filling out vacancy action forms, receiving resumes, answering public questions about employment processes, drafting letters to applicants, screening applicants and their resumes, arranging and setting up interview panels. Assist in training and orientating new employees to the Boundary facility and to Seattle City Light in general. Process all hiring paperwork from this facility. Orientates new employees of benefits available and answer related questions. Process all retirement/termination forms as required. Frequent contact with the general public on employment applications and opportunities, by phone and in person. Give and receive information as necessary to locate persons interested in City employment.

   Because of our remoteness from Seattle, and our close-knit type of community, employment opportunities and hiring practices are very sensitive in nature. In this position, it is imperative that all matters relating to employment be considered confidential. (5%)

8. Answer multi-line telephone system (six lines) with three different types of telephone systems (local, PAX, CNTX), screen calls for supervisor, answer questions from the public, schedule tours, forward calls to the appropriate personnel by using the intercom system, hand held 450 radio, or code call systems, take messages and deliver in a timely fashion. (5%)

9. Provide and assist employees with industrial insurance paperwork as needed. Responsible for filling out management's report of investigation on behalf of the Generation Supervisor and briefing supervisor on findings and status of employee's recovery. Work with the Industrial Insurance Claims Office, doctor's office and the employee to ensure proper claims handling. (3%)

10. Document and compile two different monthly gas and diesel reports for the Boundary Project. This process includes total gallons usage per vehicle and determining whether the usage is highway or non-highway. These reports are submitted to DAS and to general accounting. (2%)

POSITION ALLOCATION CRITERIA:

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

Performs specialized administrative support functions in support of department or program activities requiring interpretation.

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

Assists in developing/monitoring budgets and contracts for unit.

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

Takes, prepares and distributes minutes and records of official meetings and proceedings.

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

Posts accounts receivable and accounts payable. Verifies and balances all journal and ledger entries. Reconciles ledger transactions and discrepancies.

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

ATII

Posts accounts receivable and accounts payable. Verifies and balances all journal and ledger entries. Reconciles ledger transactions and discrepancies.

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

Prepares payroll/personnel documents and updates files to ensure proper and accurate employee, salary and benefits.

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

Performs specialized administrative support function s in support of department or program activities requiring interpretation of department or program activities requiring interpretation of program guidelines within established limits.

Duty No. 8 — A ☐ primary x secondary duty, is described in the class specification as:
Perform other duties of the lower level.

Duty No. 9 — A ☐ primary x secondary duty, is described in the class specification as:

Reviews and evaluates required program or department documents for completeness, appropriateness and/or to determine program eligibility; processes documents according to guidelines.

Duty No.10 — A ☐ primary x secondary duty, is described in the class specification as:
Provides assistance to higher level management on special projects, involving gathering and compiling information or data of a specialized nature.

REASON FOR THE REQUESTED CHANGE:

See attached memorandum.

---

for Ted Coates
~~Ted Coates~~ for L. GUNN 5/14/97

James C Collins — 5-16-97
Supervisor or Requester Signature — Date

5/20/97
~~05-06-97~~
Department Head Signature — Date

For Personnel Use Only

POSITION NUMBER: _____ **TITLE:** _____

APPROVED AS REQUESTED: ☐ Yes ☐ No

OTHER RECOMMENDED ACTION:

Irene Ogunyemi
Sue Thompson
Barbara Martin — 5/21/97
Personnel Analyst Signature — Date

Personnel Analyst Supervisor Signature — Date

CITY OF SEATTLE
EXECUTIVE SERVICES
DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: July 16, 1997 **Report No.:** 97-1322

POSITION IDENTIFICATION

Department: City Light

Classification Title: Assistant Civil Engineering Specialist

Ordinance Title: Assistant Civil Engineering Specialist III

Position Number: 015811

Bargaining Unit: 004 **Current Salary:** $19.45 - $22.71 **(Range:** NA)

RECOMMENDED ACTION

Classification Title: Associate Civil Engineering Specialist

Ordinance Title: Associate Civil Engineering Specialist

Legislation Required: Yes

Bargaining Unit: 004 **Recommended Salary:** $21.05 - $24.52 **(Range:** NA)

Remarks See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:

Current Standing: Asst Civil Engineering Specialist

Recommended Standing: Asso. Civil Engineering Specialist

In recommended standing, incumbent status is:

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

Authority: Personnel Rule

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

Remarks: Per Article IX Section 7(b) of collective bargaining agreement between the City of Seattle and Local 17.

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 union grievance filed by the IFPTE, Local 17 (Technical Unit) on behalf of the incumbent. Local 17 alleges that the incumbent/grievant whose position is currently classified as Assistant Civil Engineering Specialist, is performing the duties and responsibilities commensurate with the classification of Associate Civil Engineering Specialist or other higher classification.

Position # 015811 is located in the Civil Engineering Unit, Engineering Services Division of City Light. The Unit provides civil engineering services, including all structural, foundation, sanitary, dam safety, soil and rock mechanics, hydro-plant civil design, transmission tower and line, and community public works engineering for City Light.

Position History:

Detailed historical data of the position can be accessed via the Personnel Division's Records Unit.

Scope of Review:

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

- Position Description Questionnaire (PDQ) dated 5/1/97 and submitted for this review;
- Comparisons with class specifications #7201503/Assistant Civil Engineering Specialist, #7201504/Associate Civil Engineering Specialist, and #7201505/Senior Civil Engineering Specialist;
- Team Two's review/analysis of subject position information;
- Comparison to similar positions;
- Review of the organizational charts affecting the subject position;
- Position history records and related classification files.

Summary of Work:

As described in the PDQ, the essential purpose of this position is to serve as technical lead for the Technical Resources Group in Civil Engineering; provide leadership in the area of calculations and work performed with AutoCad; and is responsible for the technical adequacy and clarity of drawings. Specifically, the work includes:

- Performing complex detailed computer-aided, ink, or pencil drafting of drawings and maps including general civil engineering, structural steel, shop drawings for steel fabrication and installation, reinforced concrete detailing drawings, base maps, architectural drawings, topographic maps, sketches, and making mathematical calculations related to the work.

- Researching and verifying data pertaining to drawings and maps; interpreting inspectors' notes, field checks and existing records; updating existing drawings and maps; maintaining and updating drawing files and FERC drawings; checking and verifying vendors converted AutoCAD drawings.

- Performing architectural and civil engineering work including, design and detail shop drawings; preparing drawings for the application of building permits and shoreline permits by City Light.

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:

Local 17 alleges that the incumbent is performing the duties and responsibilities commensurate with the classification of Associate Civil Engineering Specialist or other higher classification, therefore, the class specifications for Assistant Civil Engineering Specialist, Associate Civil Engineering Specialist and Senior Civil Engineering Specialist were reviewed and compared to the duties and responsibilities of the subject position for purposes of determining the appropriate classification.

The class specification for Assistant Civil Engineering Specialist describes positions that performs **entry-level technical civil engineering and construction** related activities including drafting; performing well-defined design work; approving, monitoring and inspecting construction projects and materials; reviewing plans, specifications and cost estimates; administering construction contracts; enforcing ordinances controlling public property and facilities; maintaining records on City facilities and projects; surveying, sampling and testing materials.

The class specification for Associate Civil Engineering Specialist describes positions that performs **journey-level complex and difficult technical civil engineering** and construction related activities including drafting; performing well-defined design work; approving, monitoring and inspecting construction projects and materials; reviewing plans, specifications and cost estimates; administering construction contracts; enforcing ordinances controlling public property and facilities; maintaining records on City facilities and projects; surveying, sampling and testing materials.

The class specification for Senior Civil Engineering Specialist describes positions that supervises or performs **the most complex and difficult technical civil engineering** and construction related activities including drafting; performing well-defined design work; approving, monitoring and inspecting construction projects and materials; reviewing plans, specifications and cost estimates; administering construction contracts; enforcing ordinances controlling public property and facilities; maintaining records on City facilities and projects; surveying, sampling and testing materials.

By comparison, both Assistant and Associate Civil Engineering Specialists are similar in the technical activities they perform, such as drafting and preparing or reviewing plans, with the Assistants actually **performing less complex assignments/projects, and/or less complex portions of more complicated/difficult projects**. They also work under continuing supervision. Whereas, Associates **perform duties requiring more coordination and leadership; they use these skills in complex activities**, such as minor project management, involvement in consultant selection, serving as liaison for all phases of project scheduling, reviewing and approving processes, and being involved with diverse groups and individuals whose goals are frequently at odds. They work under general supervision, independently resolving most problems but informing the supervisor of unusual or controversial problems. Senior Civil Engineering Specialists on the other hand, do not generally perform the many technical duties required of Associates. They perform the **most complex and difficult technical civil engineering and supervisory work** in the investigation, planning, constructing, operating and maintaining of municipal public works facilities and utilities.

Conclusion:

The class specification for Associate Civil Engineering Specialist appears to best reflect the essential duties of the subject position. According to the submitted PDQ, the position requirements have changed due to substantial technology advancements. The position is now relied upon to serve as technical lead for the Technical Resources Group in Civil Engineering by providing technical adequacy and clarity of drawing, as well as providing leadership in the area of calculations and work performed with AutoCad. Subsequently, we compared the subject position's work to that of other positions within the Department and throughout the City, and found them to be similar in scope and complexity.

Recommendation:

Therefore, based on the above analysis, we recommend the subject position be reclassified to Associate Civil Engineering Specialist, effective April 22, 1997, which is 15 working days prior to the initial filing of the grievance, in accordance with Article 6, Section 7 of the Collective Bargaining Agreement.

CITY OF SEATTLE
EXECUTIVE SERVICES
DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: July 18, 1997 **Report No.: 97-1323**

POSITION IDENTIFICATION

Department: City Light

Classification Title: Assistant Civil Engineering Specialist

Ordinance Title: Assistant Civil Engineering Specialist III

Position Number: 017207

Bargaining Unit: 004 **Current Salary:** $19.45 - $22.71 **(Range:** NA)

RECOMMENDED ACTION

Classification Title: Associate Civil Engineering Specialist

Ordinance Title: Associate Civil Engineering Specialist

Legislation Required: Yes

Bargaining Unit: 004 **Recommended Salary:** $21.05 - $24.52 **(Range:** NA)

Remarks See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:

Current Standing: Asst Civil Engineering Specialist

Recommended Standing: Asso. Civil Engineering Specialist

In recommended standing, incumbent status is:

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

Authority: Personnel Rule

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

Remarks: Per Article IX Section 7(b) of collective bargaining agreement between the City of Seattle and Local 17.

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 union grievance filed by the IFPTE, Local 17 (Technical Unit) on behalf of the incumbent. Local 17 alleges that the incumbent/grievant whose position is currently classified as Assistant Civil Engineering Specialist, is performing the duties and responsibilities commensurate with the classification of Associate Civil Engineering Specialist or other higher classification.

Position # 017207 is located in the Civil Engineering Unit, Engineering Services Division of City Light. The Unit provides civil engineering services, including all structural, foundation, sanitary, dam safety, soil and rock mechanics, hydroplant civil design, transmission tower and line, and community public works engineering for City Light; and the technical resources group provides data collection and reduction and drafting for the Civil Engineering Unit.

Position History:

Detailed historical data of the position can be accessed via the Personnel Division's Records Unit.

Scope of Review:

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

- Position Description Questionnaire (PDQ) dated 5/1/97 and submitted for this review;
- Comparisons with class specifications #7201503/Assistant Civil Engineering Specialist, #7201504/Associate Civil Engineering Specialist, and #7201505/Senior Civil Engineering Specialist;
- Team Two's review/analysis of subject position information;
- Comparison to similar positions;
- Review of the organizational charts affecting the subject position;
- Position history records and related classification files.

Summary of Work:

As described in the PDQ, the essential purpose of this position is to serve as technical lead for the Technical Resources Group in Civil Engineering; provide leadership in the area of Architectural and Facilities work performed with AutoCad; and is responsible for the technical adequacy and clarity of drawings. Specifically, the work includes:

- Performing complex detailed computer-aided drafting of drawings and maps including, general civil engineering, structural steel, shop drawings for steel fabrication and installation, reinforced concrete detailing drawings, base maps,

- topographical maps, sketches, graphs; and making mathematical calculations related to the work.
- Performing civil engineering and architectural work including, design and detail shop drawings; preparing drawings for the application of building permits and shoreline permits by City Light; selecting and recommending material for Board of Public works contracts; and reviewing shop drawings and submittals from contractors.
- Researching and verifying data pertaining to drawings and maps; interpreting inspectors' notes, field checks and existing records; updating existing drawings and maps; maintaining and updating drawing files and FERC drawings; checking and verifying vendors converted AutoCAD drawings.

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:

Local 17 alleges that the incumbent is performing the duties and responsibilities commensurate with the classification of Associate Civil Engineering Specialist or other higher classification, therefore, the class specifications for Assistant Civil Engineering Specialist, Associate Civil Engineering Specialist and Senior Civil Engineering Specialist were reviewed and compared to the duties and responsibilities of the subject position for purposes of determining the appropriate classification.

The class specification for Assistant Civil Engineering Specialist describes positions that performs **entry-level technical civil engineering and construction** related activities including drafting; performing well-defined design work; approving, monitoring and inspecting construction projects and materials; reviewing plans, specifications and cost estimates; administering construction contracts; enforcing ordinances controlling public property and facilities; maintaining records on City facilities and projects; surveying, sampling and testing materials.

The class specification for Associate Civil Engineering Specialist describes positions that performs **journey-level complex and difficult technical civil engineering and construction** related activities including drafting; performing well-defined design work; approving, monitoring and inspecting construction projects and materials; reviewing plans, specifications and cost estimates; administering construction contracts; enforcing ordinances controlling public property and facilities; maintaining records on City facilities and projects; surveying, sampling and testing materials.

The class specification for Senior Civil Engineering Specialist describes positions that supervises or performs **the most complex and difficult technical civil engineering and construction** related activities including drafting; performing well-defined design work; approving, monitoring and inspecting construction projects and materials; reviewing plans, specifications and cost estimates; administering construction contracts; enforcing ordinances controlling public property and facilities; maintaining records on City facilities and projects; surveying, sampling and testing materials.

By comparison, both Assistant and Associate Civil Engineering Specialists are similar in the technical activities they perform, such as drafting and preparing or reviewing plans, with the Assistants actually **performing less complex assignments/projects, and/or less complex portions of more complicated/difficult projects**. They also work under continuing supervision. Whereas, Associates **perform duties requiring more coordination and leadership; they use these skills in complex activities**, such as minor project management, involvement in consultant selection, serving as liaison for all phases of project scheduling, reviewing and approving processes, and being involved with diverse groups and individuals whose goals are frequently at odds. They work under general supervision, independently resolving most problems but informing the supervisor of unusual or controversial problems. Senior Civil Engineering Specialists on the other hand, do not generally perform the many technical duties required of Associates. They perform the **most complex and difficult technical civil engineering and supervisory work** in the investigation, planning, constructing, operating and maintaining of municipal public works facilities and utilities.

Conclusion:

The class specification for Associate Civil Engineering Specialist appears to best reflect the essential duties of the subject position. According to the submitted PDQ, due to the 1992 reorganization, the position has had to assume duties which are above and beyond the scope normally assigned to a civil engineering specialist. The subject position is now relied upon to be more self directed in assigned production work; to serve as technical lead for the Technical Resources Group in Civil Engineering; is responsible for technical adequacy and clarity of drawing, as well as providing leadership in the area of Architectural and Facilities work performed with AutoCad. Subsequently, we compared the subject position's work to that of other positions within the Department and throughout the City, and found them to be similar in scope and complexity.

Recommendation:

Therefore, based on the above analysis, we recommend the subject position be reclassified to Associate Civil Engineering Specialist, effective April 22, 1997, which is 15 working days prior to the initial filing of the grievance, in accordance with Article 6, Section 7 of the Collective Bargaining Agreement.

CITY OF SEATTLE
EXECUTIVE SERVICES
DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: July 18, 1997 **Report No.:** 97-1326

POSITION IDENTIFICATION

Department: City Light

Classification Title: Administrative Specialist I

Ordinance Title: Administrative Specialist I-BU

Position Number: 019222

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

RECOMMENDED ACTION

Classification Title: Administrative Specialist II

Ordinance Title: Administrative Specialist II-BU

Legislation Required: Yes

Bargaining Unit: 035 **Recommended Salary:** $14.00 - $15.66 **(Range:** 22.5B)

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; [X] Probationary: [ ] Temporary.

Authority: Personnel Rule

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

Remarks:

Recommended: Team 2 I0. 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 request from the departmental management. Position # 019222 is located in the Community Conservation Services Unit, Energy Management Services Division (EMSD) of City Light. The Unit plans and delivers multi-agency conservation and resource management services to a targeted neighborhood in the City of Seattle; and also to meet City and Seattle City Light energy policies and goals, while reflecting community values.

Position History:

Detailed historical data of the position can be accessed via the Personnel Division's Records Unit.

Scope of Review:

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

- Position Description Questionnaire (PDQ) dated 6/5/97 and submitted for this review;
- Informational interview with the position incumbent;
- Comparisons with class specifications within the Administrative Support series and #2003303/Research and Evaluation Assistant;
- Team Two's review/analysis of subject position information;
- Comparison to similar positions;
- Review of the organizational charts affecting the subject position;
- Position history records and related classification files.

Summary of Work:

According to the submitted PDQ, the essential purpose of this position is to manage the Neighborhood Power Project database; assist the project manager with all phases of the project; prepare reports, lists, surveys, and other information relevant to the project; provide conservation and resource information to residents in the targeted communities; and help the project manager with educating the community about resource efficiency.

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 incumbent and departmental management claimed the position incumbent has been working out-of-class as a Research and Evaluation Assistant, and paid as

such since October 1994, and therefore, believed the subject position should be so reclassified. Out-of-class assignments are intended to be short term assignments in order to continue or complete essential public services. The Personnel Division of the Executive Services Department does not classify positions based on out-of-class assignments, because the review and analysis that went into the approval of out-of-class assignments is not nearly as complete as that required for reclassification of a position on a permanent basis. Therefore, for the purpose of determining the appropriate classification of the subject position, comparisons with class specifications within the Administrative Support series, and Research and Evaluation Assistant were made.

There are six levels within the Administrative Support Series and they are distinguished from one another by their respective degrees of difficulty, responsibility, accuracy required and the types and nature of contacts. Due to the nature of the position's body of work and current classification, we narrowed our review of the Administrative Support Series to Administrative Specialist I, II, and III class specifications. The work of these classifications is characterized in this manner:

Administrative Specialist I: Assignments 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: Assignments typically involve the performance of 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: Assignments at this level entail the performance of highly complex and diverse specialized program support activities, or supervising 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.

Research and Evaluation Assistant: Positions allocated to this class perform moderately difficult research and statistical or program evaluation analysis. The work involves analyzing and evaluating data, and preparing analytical and narrative reports or reports in a spreadsheet format that provide information on program status. Incumbents are expected to understand the program guidelines, and have the ability to interpret and apply department policies and procedures, however, judgment is required in selecting and determining the scope of the research, methods and techniques as well as in the extent of the evaluation of data compiled. The final reports are reviewed by the Supervisor to ensure adherence to proper research techniques and program guidelines. Contacts are with department/City staff, other government agencies, consultants and the general public to gather information, plan, implement, and report findings or recommendations regarding the specific programs being evaluated.

Conclusion:

The duties and responsibilities assigned to the subject position have been reviewed with the specific objective of identifying the appropriate classification. At the informational interview, we found that the position performed the full range of general administrative support duties which included answering phones, making copies, mass mailings, coordinating meetings, and gathering statistical information for reports; reviewing, evaluating and entering data into personal computer or terminals prior to working full-time on the Neighborhood Power Project. However, since the inception of Neighborhood Power Project the subject position is now required to manage the Neighborhood Power Project database, including entering, sorting, tracking and analyzing data; producing reports for targeted marketing efforts and developing targeted mailing lists; coordinating community meetings; and acting as liaison with other City departments and outside agencies. These duties are best reflected in the class specification for Administrative Specialist II which is characterized by the performance of *specialized tasks in support of a special function or program.*

The Subject position is not at the level of Research and Evaluation Assistant, the title requested by the position incumbent and departmental management, because the position does not conduct the research that generates the data the position uses, it utilizes available data supplied by another position in the unit; neither does the position evaluate, analyze or make recommendations based on the generated data.

Recommendation:

Therefore, based on the above analysis, we recommend the subject position be reclassified to Administrative Specialist II, effective June 5, 1997, which is the date the position incumbent signed the PDQ.

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: August 5, 1997 **Report No.:** 97-1332

POSITION IDENTIFICATION

Department: City Light

Classification Title: Accounting Technician II

Ordinance Title: Accounting Technician II-BU

Position Number: 020114

Bargaining Unit: 035 **Current Salary:** $14.00 - $15.66 **(Range:** 22.5B)

RECOMMENDED ACTION

Classification Title: Executive Assistant

Ordinance Title: Executive Assistant

Legislation Required: Yes

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

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

INCUMBENT STATUS

Incumbent:

Current Standing: Accounting Technician II

Recommended Standing: Executive Assistant

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

This position was reviewed as a result of a departmental request. The subject position is located in the Energy Management Services Divisions within the City Light Department. This Division is responsible for providing management policy and strategy direction; and for the overall personnel administration and budget for the Division.

Scope of Review:

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

- the Position Description Questionnaire (PDQ) dated June 9, 1997;
- comparisons of class specifications in the Executive Assistant class series;
- additional information submitted by the position incumbent reflecting the position's duties and responsibilities;
- comparison to similar positions throughout the City;
- review of the organization unit affecting the subject position;
- position history records and related classification files.

Background:

According to departmental management, an Executive Assistant pocket was proposed for abrogation in 1995 during the position reduction process, but was eventually transferred to the Human Resources Division of City Light. Therefore, the subject position was assigned the duties of the former Executive Assistant. Management also states that the subject position has been receiving out-of-class pay as an Executive Assistant since August, 1995.

Summary of Work

The essential purpose of this position is to perform human resources and administrative reporting for the Division. Specific duties include:

40% **Personnel Actions**
Coordinates and participates in the development and implementation of the Division's EEO and Affirmative Action Plans and Goals, preparing and monitoring the budget, and the hiring process including recruiting and coordinating division wide training.

35% **Confidential Personnel Issues/Resolutions**
Assists in handling and resolving grievances and personnel matters and issues; provides information, recommendations and acts as a resource to management on personnel matters including the Department's corrective action process, early mediation, etc.

25% **Compiling, Analyzing and Preparing Administrative Reports and Policy Analysis**
Compiles, analyzes, and prepares management reports, including quarterly accountability reports, division's annual workplan, vehicle usage, industrial injury claims, sick leave, and out-of-class; assists management in compiling information and reporting on performance reviews, and expectation statements; analyzes, interprets and assists in the implementation of Department/City administrative policies and guidelines; and assists the Director in developing overall Division personnel policies.

NOTE: *For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaire (PDQ), dated* June 9, 1997, *and submitted for purposes of this review.*

Analysis:

We chose the class series of Accounting Technician and the Executive Assistant for comparison purposes and compared the duties and responsibilities to those of the subject position. We determined from this review that positions allocated to the Accounting Technician class series are expected to performs a variety of accounting functions and tasks associated with the maintenance and updating of accounting records, including processing payroll, accounts receivable and payable and purchasing invoices. Whereas, positions assigned to the Executive Assistant class series perform a mixture of administrative duties, usually performed by other administrative fields, in which no one specialty field constitutes a majority of the duties.

We found through our analysis, that the primary focus of the position is to perform human resources and administrative reporting for the Division. This work is best represented in the class series of Executive Assistant. We arrived at this conclusion after reviewing the existing classes within the Executive Assistant class series. The class series consist of four levels and they are distinguished from one another by the size and diversity of the program, and upon their respective degrees of difficulty and responsibility required. The work of the series is characterized in this manner:

Administrative Staff Assistant
Positions at this level are expected to conduct research and data collection for special assignments; coordinate, prepare and monitor the unit's budget and coordinate special programs or projects; coordinate a variety of general office functions; and oversee the work of subordinate staff. Employees are expected to use judgment to make decisions about day-to-day office, budgetary, and personnel problems and\or activities and to interpret and apply policies and procedures to day-to-day situations.

Administrate Staff Analyst
Positions allocated to this level coordinate the budget preparation and specific program goals; research and analyze a variety of operational or administrative issues and/or problems; assist in personnel matters; and serve as liaison with other sections and divisions; and monitor contracts. Employees allocated to this level provide general

administrative and analytical support to a small department or to a large unit of a department.

Executive Assistant
Positions within this class perform the more complicated and difficult administrative problems, issues and tasks in budget and personnel, for a small department or a division of a large department. Positions allocated to this level are expected to work independently at the division level of a large department.

Senior Executive Assistant
Positions assigned to this level perform a wide range of complex, confidential and sensitive executive level administrative duties for the *head of a department* or for a deputy superintendent.

Conclusion:

The duties and responsibilities of the subject position were reviewed with the specific objective of identifying the position's appropriate classification. We found that, the work assigned to the subject position *(research and handle a variety complex administrative and operational issues and concerns for a division of a large department)* is typical of that associated with positions allocated to the Executive Assistant class within the Department of City Light and throughout the City.

Recommendation:

It is therefore, our recommendation that the subject position be allocated to the title of Executive Assistant. This action should become effective, May 28, 1997, the date the Deputy Superintendent approved the Energy Management Services Division reorganization.

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

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: July 23, 1997 **Report No.:** 97-1333

POSITION IDENTIFICATION

Department: City Light

Classification Title: Accounting Technician II

Ordinance Title: Accounting Technician II - BU

Position Number: 012605

Bargaining Unit: 035 **Current Salary:** 14.00 - 15.66 (Range: 22.5B)

RECOMMENDED ACTION

Classification Title: Administrative Staff Assistant

Ordinance Title: Administrative Staff Assistant

Legislation Required: Yes

Bargaining Unit 030 **Recommended Salary:** $17.53 - 20.44 (Range: 29.5A)

Remarks **The recommended action is the result of the attached abbreviated PDQ to become effective 30 days after passage of Ordinance.**

INCUMBENT STATUS

Incumbent:

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

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: Seattle City Light/Energy Management Services Division

POSITION NUMBER: 012605 (currently Accounting Tech II)

DATE REQUESTED: 6/2/97 **EFFECTIVE DATE:** 7/1/97

CLASSIFICATION REQUESTED: Research & Evaluation Assistant

POSITION PURPOSE: Provide research and analysis support to section implementation planning efforts. Research and compile information for management analysis and reports. Perform quality control of data in the commercial and industrial conservation tracking system. Provide technical support to field staff delivery of commercial and industrial energy services.

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. Assist the Manager and the C/I Energy Planning Supervisor in the economic analysis and implementation planning/revisions of C/I services by developing and maintaining spreadsheets, assessing workload, documenting policies and procedures, researching other utility programs, coordinating planning assignments. Also, assist in the development of section budgets. These duties require research, analytical and evaluation skills.	50%
2. Prepare ad hoc reports, graphs and spreadsheets for management, planners and evaluators and assist with analysis of how programs are performing towards meeting program goals and energy savings. Assist evaluators in the selection of survey instruments and in conducting customer feedback and satisfaction surveys for C/I programs/services. Develop complex spreadsheets as necessary.	25%
3. Provide quality control of the data in the C/I tracking system. Troubleshoot and accurately research incorrect data by reviewing program files or getting conclusions from the field staff. Perform "super user" function when the CTS is developed for C/I, by providing training and troubleshooting for C/I users of the system, identifying system errors and resolving system problems with CTS administrators, identifying and researching ways to enhance the CTS needed to incorporate tracking of new services.	15%

4. Provide technical support to field staff delivery of commercial and industrial energy services. Develop technical tools to assist field staff in delivering services to customers. Examples: audit report boilerplates, end use calculation forms. 10%

5.

6.

7.

POSITION ALLOCATION CRITERIA:

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

Gathers and compiles data and information from a various sources using a variety of methods and processes; prepares a variety of summaries and reports; articulates pending problems/issues, makes recommendations on solutions, and details findings and conclusions.

Assists in the planning, development, justification and implementation of various data gathering projects; selects appropriate statistical technique and performs program/policy analysis of data, as required.

Provides research and analysis support on a number of issues; acts as liaison and coordinates with other sections on requests for information, section services and ongoing programs.

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

Analyzes data for completeness and statistical feasibility, and may provide data to various fund sources as part of reporting requirements or in response to special reports; selects appropriate method of presenting data and prepares charts, spreadsheets, graphs, maps, statistical tables, and other visual aids as necessary; assists in the design and development of information databases and spreadsheets.

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

Compiles technical information from various sources and prepares summaries and reports as required; may assist in the development, implementation and maintenance of departmental information systems.

Analyzes data for completeness and statistical feasibility.

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

Provides research and analysis support on a variety of issues; acts as liaison and coordinates with other sections on requests for information, section services and ongoing programs.

Assists in the design and development of information databases and spreadsheets.

REASON FOR THE REQUESTED CHANGE:

The C/I Section has lost a total of 3 planning positions by the transfer of these positions to the Business Planning Unit in the Customer Relations Division.

It is critical to the operations of the C/I Section that planning and research assistance and capabilities be provided. With the ongoing financial incentive programs and value-added services, there is a continual need for program changes, customer feedback and surveys, quality control of data in the tracking systems, new electronic tools (e.g., end use graphs, etc.) needed by staff to perform their work, graphs and reports needed for management analysis and decisions.

Barbara Dutey M B Castle — 6/2/97 — 6/3/97

Supervisor or Requester Signature — Date

Department Head Signature — Date

For Personnel Use Only

POSITION NUMBER: 012605 **TITLE:** Administrative Staff Assistant

APPROVED AS REQUESTED: ☐ Yes ☑ No

OTHER RECOMMENDED ACTION:

Irene Ogunyemi
Sara Thompson
Personnel Analyst Signature

7/15/97
Date

Personnel Analyst Supervisor Signature

Date

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: July 15, 1997 Report No. 97-1335

POSITION IDENTIFICATION

Department: City Light
Classification Title: Unclassified
Ordinance Title: Research and Evaluation Aide
Position Number: 022932
Bargaining Unit: 030 **Current Salary: $13.73 - $14.77 (Range: 21.0C)**

RECOMMENDED ACTION

Classification Title: Accounting Technician II
Ordinance Title: Accounting Technician II-BU
Legislation Required: Yes

Rec. Bargaining Unit: 035 **Recommended Salary: $14.00 - $15.66 (Range: 22.5B)**

Remarks: ***This recommended action is the result of the attached Abbreviated PDQ to become effective 30 days after passage of Ordinance.***

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

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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 - Energy Management Services Division

POSITION NUMBER: 022932 (R&E Aide)

DATE REQUESTED: 4/10/97 **EFFECTIVE DATE:**

CLASSIFICATION REQUESTED: Accounting Tech. II

POSITION PURPOSE: Prepare and administer customer contracts for residential, commercial, and industrial conservation programs. Prepare work authorizations to contractors, and process invoices and contractor payments for work done through SCL conservation programs.

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. Contracts - Prepare and administer customer loan, cash financing agreements, and incentive contracts which obligate the Utility to provide funding for conservation measures and incentive payments to customers. Prepare work authorizations for contractors to install conservation measures through SCL programs. Set up installment loans for conservation customers on the CIS, factoring in appropriate discounts and payment schedules.	35%
2. Payments - Process invoices for payment, reviewing for accuracy and comparing costs to work that was contracted, authorized, and approved by SCL. Coordinate with Accounts Payable, the disbursement of funds to contractors and customers.	35%
3. Liens - Coordinate with SCL's Real Estate Services the acquisition of property title searches, filing of property liens and the release of those liens once the loan account has been satisfied.	5%
4. Payoffs - Provide loan payoff documentation to customers, escrow companies and other financial lending institutions for repayment of conservation loans. Calculate discounts for preparation of statements.	10%
5. Customer Service - Respond to customer and contractor inquiries and resolve contract issues. Provide customers information about program process and requirements.	5%
6. Misc. - Update and keep current the CIS conservation contract customer information. Conduct weekly training and cross training sessions. Set up and maintain customer financial	10%

records and contract files.

7. Note: On July 8, 1996 a Classification Determination Report No. 95-0328 recommended an Accounting Tech. II classification for staff performing the duties described above.

POSITION ALLOCATION CRITERIA:

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

Contracts - The class spec. Distinguishing Characteristics includes the performance of multiple, complex and responsible accounting tasks, making reliable decisions, and handling complicated tasks where the cost of correcting errors would be substantial in either time or money. The preparation of a customer contract or cash financing agreements requires staff that are able to meet these standards. Failure to do so could result in legal action being taken against the City with potentially costly consequences.

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

Payments - Processes invoices for payment as found on the class spec., first dot point, is consistent with the duties and responsibilities of this position as stateed in number 2 of this abbreviated PDQ. A significant percentage of this position's responsibility involves the processing of customer and contractor payments.

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

Liens - The Acct. Tech. II spec. requires independent research, analysis of facts, and interaction with the public, other agencies, and/or department personnel. The title search and acquisition of property liens requirement of this position requires the assigned staff to have these skills. Analysis of property descriptions to ensure the City places a lien on the appropriate property as required by program guidelines is a must for the person in this position.

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

Payoffs - The third and forth dot point of the Acct. Tech. II class spec refer to posting of payments, billing of customers and account transactions. When engaged in payoff activity, the staff in this position is preparing a bill for payoff of customer loans, entering the payoff amount and terms of the contract (length of loan, interest...) into the CIS. They are also responsible for reconciling discrepancies in CIS transactions.

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

Customer Service - As in the distinguishing characteristics of the Acct. Tech II class specs, this position will be responsible for maintaining contact with the public (our customers), other agencies (commercial and industrial customers), other department employees (Finance, Cost Accounting, Credit and Collections...) for exchanging and providing information.

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

Misc. - The Acct. Tech. II class spec. Dot point 5 shows as an example of work the compilation of information and data required for the preparation of expenditure and revenue reports. This position is responsible for accurately entering and tracking conservation contract information into the CIS which results in customer billing and SCL revenue. Ongoing cross training is also a part of this position's duties which is consistent with the Acct. Tech II class spec.

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

REASON FOR THE REQUESTED CHANGE:

The work of the Contracts Unit has been classified at the level of Accounting Tech II in a recent reclassification decision by City Personnel. This position will be utilized by a staffperson performing the same duties and at the same level as the Accounting Tech II employees in this group.

Rick Jacobson — 4/25/97

Supervisor or Requester Signature — Date

M B Castle — 4/29/97

Department Head Signature — Date

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

Misc. - The Acct. Tech. II class spec. Dot point 5 shows as an example of work the compilation of information and data required for the preparation of expenditure and revenue reports. This position is responsible for accurately entering and tracking conservation contract information into the CIS which results in customer billing and SCL revenue. Ongoing cross training is also a part of this position's duties which is consistent with the Acct. Tech II class spec.

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

REASON FOR THE REQUESTED CHANGE:

The work of the Contracts Unit has been classified at the level of Accounting Tech II in a recent reclassification decision by City Personnel. This position will be utilized by a staffperson performing the same duties and at the same level as the Accounting Tech II employees in this group.

Rick Jacobson — 4/25/97

Supervisor or Requester Signature — Date

Department Head Signature — Date

For Personnel Use Only

POSITION NUMBER: 022932 **TITLE:** ~~Study Tech~~ Res. & Eval Aide

APPROVED AS REQUESTED: ☑ Yes ☐ No

OTHER RECOMMENDED ACTION:

Irene Gumyemi
Carl Thompson
Barbara Martin

Personnel Analyst Signature

7/14/97
Date

Personnel Analyst Supervisor Signature

Date

City of Seattle
Personnel Department
Class Specification

Schematic No. 4000004

Title ACCOUNTING TECHNICIAN II

Class Summary:

Performs the full range of accounting records maintenance activities of an assigned accounting area or set of records i.e. payroll, accounts receivable, accounts payable, purchasing or other accounting functions. Duties involve performing all operations and established methods independently according to departmental procedures.

Distinguishing Characteristics of the Class:

Positions perform the full range of class duties and responsibilities. The class differs from the Accounting Technician III in that the latter class has lead responsibilities.

Positions in this class work under minimal guidance and perform multiple complex and responsible accounting support tasks, solving special problems, making reliable decisions, independently researching and analyzing facts, and presenting findings upon which important or costly decisions could be made. Assignments require handling complicated tasks where the cost of correcting errors would be substantial in either time or money.

Positions in this class possess a knowledge of basic accounting/bookkeeping and departmental procedures and practices and work within those established procedures and methods. Positions may train subordinates in the proper work activities and procedures but do not lead or supervise work activities.

Contacts are with the public, other agencies, other departments or departmental employees for exchanging and providing information.

Examples of Work:

- Processes invoices for payment and reviews and audits invoices to ensure accuracy of prices and entries.
- Prepares payroll/personnel documents and updates files to ensure proper and accurate employee, salary, and benefits information i.e., out-of-class pay, salary rates, fringe benefits, vacations and deductions.
- Posts accounts receivable and accounts payable. Verifies and balances all journal and ledger entries. Reconciles ledger transactions and discrepancies.
- Prepares and reviews reports, forms, account transactions, customer billings and other reports or documents required in assigned area.
- Compiles information and data required for the preparation of expenditure and revenue reports.
- Reconciles, reviews, verifies and corrects entries, codes or documents prepared by others to ensure the accuracy of information.
- Assists in the preparation and reconciliation of trial balances.
- Performs others duties of a comparable level/type as assigned.

Title: Accounting Technician II
Schematic Number: 4000004

Work Environment/Physical Demands:

Work is performed in a normal City work/office environment.

Minimum Qualifications:

Requires two years accounting/bookkeeping experience or one year experience as an Accounting Technician I; (or a combination of education/training/experience which provides an equivalent background required to perform the work of the class).

Licensing and Other Requirements:

None

Comments:

This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.

Class History:

Class adopted January 2, 1991

CITY OF SEATTLE
EXECUTIVE SERVICES
DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: July 23, 1997 **Report No.:** 97-1336

POSITION IDENTIFICATION

Department: City Light

Classification Title: Planning & Development Specialist

Ordinance Title: Planning & Development Specialist I

Position Number: 018300

Bargaining Unit: 030 **Current Salary:** $19.29 - $22.48 **(Range:** 32.0A)

RECOMMENDED ACTION

Classification Title: Planning & Development Specialist

Ordinance Title: Planning & Development Specialist II

Legislation Required: Yes

Bargaining Unit: 030 **Recommended Salary:** $20.85 - $24.26 **(Range:** 34.0A)

Remarks See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent: Mialee Anne Jose

Current Standing: Planning & Development Specialist I

Recommended Standing: Planning & Development Specialist II

In recommended standing, incumbent status is:

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

Authority: Personnel Rule

[ ] 2.3.100; [X] 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 request from the position incumbent. Position #018300 is located in the Energy Management Services Division of City Light. The Division is responsible for planning and delivering residential and small commercial conservation programs; meeting City and City Light's goals; providing a comprehensive array of energy management services that are cost-effective and to include services of other City departments; and providing energy service equity for all residential and small commercial customers.

Position History:

Detailed historical data of the position can be accessed via the Personnel Division's Records Unit.

Scope of Review:

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

- Position Description Questionnaire (PDQ) dated 6/5/97 and submitted for this review;
- Informational meeting with position incumbent;
- Comparisons with class specifications #2203003/Planning and Development Specialist I and #2203004/Planning and Development Specialist II;
- Team Two's review/analysis of subject position information;
- Comparison to similar positions;
- Review of the organizational charts affecting the subject position;
- Position history records and related classification files.

Summary of Work:

As described in the submitted PDQ, the essential purpose of this position is to plan and deliver conservation services to residential and small commercial customers in a legally, financially, and technically responsible manner for the purpose of electrical energy resource acquisition and excellent customer service; and to work collaboratively with other City and regional agencies to provide coordinated multi-resource services to City Light customers.

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 subject position was created by ordinance 108666 January 1, 1980 as an Electrical Service Representative, and last reviewed in January 1, 1993, and at that time allocated to the title of Planning and Development Specialist I.

The position incumbent was hired May 3, 1993 as a Planning and Development Specialist I to market residential conservation programs and to provide planning support for new and existing residential conservation programs. The position's main responsibility was to create and implement a marketing plan for the Home Energy Loan Program. However, in October, 1994, the position was assigned to assist an Energy Planning Analyst to plan and implement the new Neighborhood Power Project (NPP) in the Fremont Neighborhood. Again, in March 1995, the position was reassigned to manage the Neighborhood Power Project for the residential sector and assumed the lead on this project full-time. The breadth and depth of the scope of the position's duties and responsibilities increased dramatically beyond the position's current classification of Planning and Development Specialist I. The position was then charged with the sole responsibility to plan and implement the NPP in a new neighborhood, Georgetown/Maple Hill in 1997.

According to the PDQ and the informational interview with the position incumbent, the subject position now acts as the project manager for the Neighborhood Power Project. As the project manager, the position develops goals, objectives and budget for the NPP; coordinates program design and implementation with partner agencies; conducts market research on water and energy conservation and solid waste management potential; researches City neighborhood planning infrastructure and issues; and reviews and analyzes other departments' program evaluations and other materials. The review team found that the subject position's duties and responsibilities are an appropriate match for the class specification of Planning & Development Specialist II. Positions in this class plan, design, implement research programs or strategies; research, analyze, and evaluate data, and prepare recommendations or alternatives in the developmental work in support of a specialized planning project, program, policy, or issue in areas such as conservation, recycling, parks and recreation, environmental, and land use. Allocating the subject position to Planning & Development Specialist II will recognize the key responsibilities of facilitating input and partnerships with other departments' programs, community and special interest groups and other public agencies.

Recommendation:

Therefore, based on the above analysis, we recommend the subject position be reclassified to Planning & Development Specialist II, effective May 28, 1997, which coincides with the date the Deputy Superintendent approved the Energy Management Services Division reorganization.

CITY OF SEATTLE
EXECUTIVE SERVICES
DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: August 11, 1997 **Report No.:** 97-1381

POSITION IDENTIFICATION

Department: City Light

Classification Title: Power Structures Mechanic Crew Chief (013001)
Power Structures Mechanic (013676)

Ordinance Title: Power Structures Mechanic Crew Chief (013001)
Power Structures Mechanic (013676)

Position Number: 013001 & 013676

Bargaining Unit: 077 **Current Salary:** $24.04 (PSMCC) **(Range:** NA)
$21.37(PSM) **(Range:** NA)

RECOMMENDED ACTION

Classification Title: Communications Electrician

Ordinance Title: Communications Electrician II

Legislation Required: Yes

Bargaining Unit: 077 **Recommended Salary:** $24.76 - $25.96 **(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:

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

Authority: Personnel Rule

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

Remarks: This action is effective August 11, 1997

Recommended: Team 2 I.D. Classification/Compensation Analyst(s)

Approved: John Pearson Classification/Compensation 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)

RECEIVED
CLASS/COMP
AUG 12 1997
FILE #

DEPARTMENT/DIVISION: Light/Generation

POSITION NUMBER: PSMCC 013001, PSM 013676

DATE REQUESTED: 8/11/97 **EFFECTIVE DATE:** 8/11/97

CLASSIFICATION REQUESTED: Communications Electrician II

POSITION PURPOSE: Perform CIP and Maintenance communications work at Skagit and boundary.

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. Install and repair a variety of electronic communications equipment and facilities.	35%
2. Plan, organize and implement plans to install and test equipment. Review plans and schematic diagrams to provide design and installation recommendations. Document any changes or modifications.	20%
3. Maintain communications equipment through inspections and testing programs.	18%
4. Identify and repair problems with communications equipment and facilities at system, board, and component levels.	12%
5. Reads specifications, blue prints, manuals, and other technically related material in order to install, maintain, and repair communications equipment and systems.	5%
6. Install, maintain, trouble shoot and repair community antenna cable television system.	5%
7. Maintain accurate record of all electronic and mechanical systems, equipment and facilities maintained and repaired, updating records as necessary.	5%

POSITION ALLOCATION CRITERIA:

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

Installs, maintains, and repairs a variety of communications equipment and facilities and other related electronic and mechanical equipment.

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

Operate electronic testing and diagnostic equipment and record data on the status of facilities, systems and operations.

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

Maintain a variety of electronic, electrical and mechanical equipment used for radio communications and electronic laboratory testing.

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

Select and apply the appropriate procedures to identify and resolve equipment and system problems.

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

Read blueprints and equipment specifications.

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

Under general supervision install , maintain, and repair a variety of electronic, electrical and mechanical equipment.

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

Monitoring and recording data on the status of facilities, systems and operations.

REASON FOR THE REQUESTED CHANGE:

See Attachment.

---

for Ted Coates

Supervisor or Requester Signature

8-5-97

Date

Department Head Signature

8/8/97

Date

For Personnel Use Only

POSITION NUMBER: 013001 013676 **TITLE:** Power Structures Mechanic CC Power Structures Mechanic

APPROVED AS REQUESTED: ☒ Yes ☐ No

OTHER RECOMMENDED ACTION:

Irene Ogunyemi

Personnel Analyst Signature

8/11/97

Date

Personnel Analyst Supervisor Signature

8/12/97

Date

City of Seattle
Personnel Department
Class Specification

Schematic No. 7150004

Title COMMUNICATIONS ELECTRICIAN

Class Summary:

The positions in this class, under general supervision, install, maintain, and repair a variety of electronic, electrical and mechanical equipment used for radio communications, supervisory control, remote sensing, telemetering, status display, signaling and electronic laboratory testing. Related duties include monitoring and recording data on the status of facilities, systems and operations.

Distinguishing Characteristics of the Class:

This is the journey-level class in the Communications Electrician series. This class installs, maintains, and repairs a variety of communications equipment and facilities and other related electronic and mechanical equipment used for communications, primarily for a utility. This class is distinguished from the Sr. Communications Electrician class in that this class performs a variety of duties in the maintenance and repair of communications and related equipment while the latter class has leadworker responsibilities and performs the more difficult installation and repair work.

The work requires specialized knowledge of electronics theory, circuit design, computer programming and various types of equipment and materials in order to install, maintain and repair a variety of communications and electronic equipment. The work requires the ability to use hand and power tools; operate electronic testing and diagnostic equipment and read blueprints and equipment specifications. Guidelines exist in the form of technical and operational manuals, electrical codes, Federal Communications Commission rules and regulations, safety rules and requirements and equipment specifications. Employees in this class must select and apply the appropriate procedures to identify and resolve equipment and system problems. Employees in this class work independently, but may also work with others in the class as part of a crew. The class may work under emergency conditions when restoring communications is of paramount importance to the safety of personnel, the public, and major facilities and equipment. This class performs daily work independently and only unusual, special, or unanticipated tasks are reviewed by the supervisor.

Personal contacts are primarily with inter- and intra-department personnel, other government agencies to coordinate work activities and provide information and expertise; with vendors to order parts; with manufacturer's representatives to evaluate equipment and obtain technical advice; and with the public to investigate complaints and provide information.

Examples of Work:

- Installs and repairs a variety of electronic communications equipment and facilities, including: computerized monitoring systems; land and mobile radio systems; alarm, security and protection systems; electronic laboratory test equipment; remote sensing and telemetry equipment; and electronic telephone systems.
- Plans, organizes, and implements plans to install and test equipment. Reviews plans and schematic diagrams to provide design and installation recommendations. Documents any change or modification.

- Maintains communications equipment through inspections and testing programs.
- Installs, tests, maintains, calibrates and repairs chemical feeding and proportioning equipment, including chemical analyzers and detectors.
- Identifies and repairs problems with communications equipment and facilities at systems, board, and component levels.
- Reads specifications, blue prints, manuals, and other technically related material in order to install, maintain, and repair communications equipment and systems.
- Installs, maintains, trouble-shoots and repairs community antenna cable television system.
- Investigates complaints about radio and television interference potentially related to City equipment and facilities.
- Maintains accurate records of all electronic and mechanical systems, equipment and facilities maintained and repaired, updating records as necessary.
- Programs computer testing and diagnostic equipment.
- Fabricates specialized equipment to meet specifications, make repairs, or modify designs.
- Performs other related duties of a comparable level/type as assigned.

Work Environment/Physical Demands:

- Required to be on call 24 hours/day to respond to emergency situations.
- Required to stand, walk, or bend for extended periods of time; work in confined spaces; work outdoors in all types of weather; and works in areas with high noise levels.
- Required to lift over 50 pounds.
- May require handling or working with toxic/hazardous substances.
- Required to work in areas near high voltage equipment and at high heights.
- Some positions require working at remote or out-of-town locations.

Minimum Qualifications:

Requires three years of experience in installing, maintaining, testing, and repairing electronic communications equipment and other electronic, mechanical instruments and equipment (or a combination of technical electronic education, or experience which provides an equivalent background required to perform the work of the class).

Licensing and Other Requirements:

- Current State of Washington driver's license.
- Positions in the Water Department require a Washington State Water Works certification within one year of employment.

Title: Communications Electrician
Schematic Number: 7150004

Comments:

This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.

Class History:

Class adopted January 2, 1991

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: June 11, 1997 **Report No.** 96-678A

POSITION IDENTIFICATION

Department: Engineering

Classification Title: Unclassified

Ordinance Title: Assistant Systems Analyst

Position Number: 019609

Bargaining Unit: 034 **Current Salary:** $ 17.53 - 20.44

RECOMMENDED ACTION

Classification Title: Management Systems Analyst, Entry (9/7/95 - 12/31/96)
Management Systems Analyst (effective 1/1/97)

Ordinance Title: Management Systems Analyst, Entry (9/7/95 - 12/31/96)
Management Systems Analyst (effective 1/1/97)

Legislation Required: Yes

Bargaining Unit: 030 **Recommended Salary:** $17.53 - 20.44 (Range: 29.5A)
$20.04 - 23.35 (Range: 33.0A)

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

INCUMBENT STATUS

Incumbent:

Current Standing: Assistant Systems Analyst

Recommended Standing: Management Systems Analyst, Entry (9/7/95 - 12/31/96)
Management Systems Analyst (effective 1/1/97)

In recommended standing, incumbent status is:

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

Remarks:

Recommended: Team 2 Classification Analysts

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 Departmental request. Position No. 019609 is located in the Finance and Administration Division of the Engineering Department. This Unit is responsible for planning, administering and maintaining the Division's data processing environment, and for providing training and support to end 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 Trish Bourdeau) which consisted of the following:

- the Position Description Questionnaire (PDQ) dated September 7, 1995;
- comparisons of class specifications in the Help Desk, Management Systems Analyst, Systems Analyst, Training and Education Coordinator, Administrative Specialist, and Office Automation Technician/Trainer class series;
- additional information submitted by the incumbent and immediate supervisor reflecting the position's duties and responsibilities;
- comparison to similar positions;
- a desk audit of the position;
- discussion of the position with other Classification Analysts;
- review of the organization unit affecting the subject position;
- and related classification files.

Background:

The subject position is currently allocated to the title of Assistant Systems Analyst, however, this title became obsolete as a result of the City-wide Classification Project (effective January 2, 1991). Consequently, the Engineering Department has asked the Classification/Compensation Unit to review the position's assigned duties and responsibilities to determine the appropriate classification.

According to departmental management, the duties and responsibilities of the subject position have changed since its last review. Management further states, that the work performed by this position is no longer representative of that previously identified and classified as Assistant Systems Analyst work. The current incumbent, however, is requesting that the position be allocated to the title Systems Analyst.

Summary of Work

The essential purpose of this position is to develop and conduct training classes for division-wide standard software applications; serve as the data processing training and information resource for the Division; and assist end users with problems encountered in the use of PC's, printers, and standard software applications.

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:

Through our review, we found that the subject position is primarily responsible for serving as the data processing training and information resource, including providing software application and word processing training and troubleshooting indicative of the complexity of the software, PC's, and printer. Therefore, for purposes of this review class specifications within the Help Desk, Management Systems Analyst, Systems Analyst, Training and Education Coordinator, Administrative Specialist, and Office Automation Technician/Trainer class series were selected. The work of these series is characterized as follows:

Help Desk - responds to incoming calls regarding data communication and system operations, software and hardware difficulties by analyzing problems to determine source, and provides immediate resolution and instructions to users. This class series consists of three levels which are distinguished from one another by their respective degrees of difficulty and responsibility.

Management Systems Analyst - provides 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; and by preparing recommendations to implement new systems, procedures or organizational changes.

Systems Analyst - performs system design, development, implementation and maintenance activities related to data processing systems; and provides technical advice and support to users in the proper use of system hardware and software.

Training and Education Coordinator - plans, designs, coordinates, implements and monitors departmental and City-wide training activities within a department or for a specific training program (in areas such as - safety, diversity, interviewing and resume writing, sexual harassment, etc.)

Administrative Specialist III - performs highly complex and diverse specialized program support activities, or supervises a group of employees engaged in administrative or specialized support activities, such as researching and compiling information on special assignments; evaluating and recommending systems and equipment to improve administrative support functions; establishing or revising procedures for support functions; training administrative support personnel in procedures and use of automated equipment; and coordinating and/or supervising varied phases of administrative support work.

Office Automation Technician/Trainer - provides software application analysis, consultation and training to all departmental employees in office automation utilization in local and network environments.

Comparison

The duties and responsibilities of the subject position have been reviewed with the specific objective of identifying its appropriate classification. In reviewing the above descriptions, it is clear that the subject position is expected to possess a broad range of knowledge concerning multiple and complex software packages and application systems *(windows, DOS, Novell Netware, cc: Mail, Lotus Organizer, Lotus Notes, presentation, desktop publishing, small database systems, network environment, enterprise wide computing, client server architecture, PC's, printers)*.

Conclusion

Therefore, based on the above analysis and comparisons it is clear that the type of work assigned to the Office Automation Technician/Trainer class is very similar to that of the subject position.

Recommendation:

It is our recommendation that the subject position be allocated to the Office Automation Technician/Trainer series. This action is to become effective 30 days after the ordinance is approved.

Addendum to Report #678

Departmental management and the incumbent appealed the recommended classification determination of Office Automation Technician/Trainer and a Reconsideration Hearing was held on May 7, 1997. It is the opinion of both management and the incumbent that the work being performed is comparable to the work being performed by other Systems Analyst within the department and throughout the City.

After careful review and consideration of the information presented at the Reconsideration Hearing, the Board determined that this position performs work that is reflected within the Management Systems Analyst class series and determines the following:

1. that the position be allocated to the title of Management Systems Analyst, Assistant, effective September 7, 1995, the date the PDQ was signed;

2. that the position assumed additional duties of a higher level when it was transferred to the new Seattle Public Utilities Department, and therefore, should be retitled to Management Systems Analyst, effective January 1, 1997 to coincide with the transfer.

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: June 26, 1997 | Report No. 97-1278

POSITION IDENTIFICATION

Department:	Office of Economic Development	
Classification Title:	Finance Analyst	
Ordinance Title:	Finance Analyst	
Position Number:	024523	
Bargaining Unit:	030	**Current Salary: $20.04 - $23.35 (Salary Range: 33.0A)**

RECOMMENDED ACTION

Classification Title:	Finance Analyst, Senior	
Ordinance Title:	Finance Analyst, Senior	
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:

Current Standing: Finance Analyst

Recommended Standing: Finance Analyst, Senior

In recommended standing, incumbent status is:

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

Remarks: See next page for pertinent allocation information.

Recommended:	Team 2 BMK J.O.	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. 024523 is located in the Office of Economic Development (OED). The subject position, currently classified as Finance Analyst, supervises a work unit responsible for planning and implementing all accounting, financial management and budget activity for OED. The Department and the incumbent are requesting that the position be reclassified to Senior Finance Analyst based on their claim that additional grant revenues have dramatically increased the workload, responsibility and accountability of the subject position's work, specifically, additional reporting requirements and monitoring of grants, and managing multiple grant fund sources and expenditures. *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) and included the following:

- the Position Description Questionnaire (PDQ) dated May 8, 1997;
- the class specifications for Finance Analyst (#2003504) and Senior Finance Analyst (#2003505);
- Team Two's review/analysis of subject position information;
- Comparison to similar positions;
- Review of the organizational charts affecting the subject position; and,
- Position history records and related classification files.

Summary of Work
As described in the PDQ, this position reports to the Deputy Director of OED, and is essentially responsible for directing, overseeing and supervising all accounting, financial management and budget activities of the Office of Economic Development.

NOTE: For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaire (PDQ), dated 5/8/97 and submitted for purposes of this review.

Analysis:
Based on the above information, the duties and responsibilities of the subject position were compared to the class specifications for Finance Analyst and Senior Finance Analyst.

The class specification for Finance Analyst describes positions that conduct research and analysis of division/department financial issues; assist in preparing financial reports, expenditure and status reports; and provide fiscal and budgetary controls over capital projects, grants and/or operating budgets. Positions allocated to this title forecast, prepare and monitor operating budgets for capital projects, grants, and funded programs to assist in budget preparation, control and financial policy implementation for a divisions or department.

Whereas, the class specification for Senior Finance Analyst describes positions that coordinate and lead in the development, preparation, defense and monitoring of division/department operating budgets or capital improvement project budgets or financial management of grants and/or capital programs. Positions allocated to this title conduct financial research and analysis on financial/budgetary impacts and implications, and policy or operational changes; and oversee financial/budgetary reporting and monitoring activities.

The subject position is responsible for coordinating and leading the development, preparation and management of a multi-million dollar departmental budget. Work expectations include: conducting research and analysis on financial/budgetary impacts and implications, as well as policy and operational changes; providing financial management over multiple grants from different sources and over sixty (60) contracts; and supervising the department's financial reporting and monitoring activities.

Conclusion:
Our research and analysis concludes that the work performed by the subject position is reflected in the class specification for Senior Finance Analyst. Review of the relevant PDQ indicates that this position is relied upon to **lead the preparation of the department's operating budget; conduct a variety of independent financial research and analysis projects of a technically demanding nature; and supervise technical support positions** which distinguishes itself from positions allocated to the (journey-level) Finance Analyst class.

Recommendation:
We, therefore, recommend that the position be classified from Finance Analyst to Senior Finance Analyst. This classification action should become effective May 8, 1997, which coincides with the date Department management and the incumbent formally requested a classification review of the position and the date of the PDQ.

CITY OF SEATTLE
EXECUTIVE SERVICES DEPARTMENT
PERSONNEL DIVISION

CLASSIFICATION DETERMINATION REPORT

Date: 4/30/97 **Report No.:** 971213

POSITION IDENTIFICATION

Department: Executive Services
Classification Title: Accountant
Ordinance Title: Accountant
Position Number: 010689 **Current Salary:** $16.57 -$19.29
Bargaining Unit: 034

RECOMMENDED ACTION

Classification Title: Management Systems Analyst
Ordinance Title: Management Systems Analyst
Bargaining Unit: 030 **Recommended Salary:** $20.04- $23.35
Legislation Required: Yes **(Range** 33.0A)
Remarks See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:
Current Standing: Accountant
Recommended Standing: Management 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 contract between Local 17 and the City of Seattle

Recommended: CF Team 1 Classification/Compensation Analyst
Approved: Edie Jorgensen Classification/Compensation Supervisor
Lidia Santiesteban Classification/Compensation Director
for 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 Executive Services Department management. They are requesting this position be reclassified to a Management Systems Analyst. This position is located in the Executive Services Department's Finance Division- Payroll Accounting Section which is responsible for maintaining the payroll and pension payment system to ensure accurate scheduled payroll processing and auditing, reconciling and payroll records maintenance.

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. 2000504 Accountant and 2350004 Management Systems Analyst;
- Position file contents; and
- Corroboration among a team of Classification Analysts

Summary of Work

The primary purpose of this position is to identify, analyze and evaluate payroll discrepancies in the ADP, CSS , PPS/SFMS systems; prepare and verify test data prior to and after system implementation; develop training plans and prepare training materials; assist in the development and implementation of updates and revisions to the payroll system; oversee and monitor the daily payroll processing; identify user problems and define solutions; and act as a liaison between line departments and system developers.

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's current allocation to the Accountant classification resulted from the Classification Project Appeals Examiner's determination that it performed a range of professional accounting functions and tasks involved in the processing of payrolls. Specifically, the position audited payroll records, computed correct time payments,

monitored data for correctness, maintained payroll records, reviewed payroll reports for all City departments, and initiated corrections. Additionally, this position had oversight responsibility for developing and communicating information about payroll and related benefit issues to line departments and developed written materials and presentations, as well as provided individual consultations with internal and external contacts.

However, prior to and subsequent to the implementation of HRIS, this position's duties and responsibilities have been devoted to gathering and organizing data input for testing and output review; analysis and evaluation; scripts writing; report and specification development, developing and preparing training materials for department end users; analyzing, identifying and evaluating system discrepancies, and defining possible solutions. Approximately 30% of the subject position's time continues to be devoted to overseeing and coordinating the daily processing and maintenance of the City's payroll, as well as providing customer service by responding to inquiries regarding payroll processing and procedural issues.

The implementation of HRIS has required this position to integrate the application of the City's rules and policies affecting payroll processing onto the CSS and ADP databases, besides the SFMS. As these three systems reside on different platforms using different pay codes and deduction codes, this position much research a high volume of errors through a maze of translations between the various systems, work with the ADP contractors to troubleshoot system problems and take corrective action, and develop new procedures or re-spec and test requested fixes. This position must also support HRIS testing of reported bugs, enhancement requests and required upgrades to ensure HRIS remains on a current release level.

The current duties and responsibilities performed by the subject position are within the scope of Class Specification #2350004- Management Systems Analyst. Positions allocated to that class study and analyze informational, operational and management problems to determine program and system needs and recommend solutions to meet those needs; develop or assist in developing, implementing and evaluating automated management information systems; apply management and systems analysis techniques to solve problems; and develop training plans and materials and trains users. The complexity of the new system requires the subject position to address and research system problems, work with programmers to implement system fixes, and be resourceful in looking at options and recommending solutions.

Recommendation:

The position incumbent was working in an out-of-class capacity as a Management Systems Analyst while working on the HRIS project and has continued performing in that capacity since its implementation. The review team recommends this position be reclassified to Management Systems Analyst effective November 27, 1995, the date of the HRIS conversion.

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: July 14, 1997 **Report No.:** 97-1277

POSITION IDENTIFICATION

Department: Executive Services Department - Personnel Division

Classification Title: Personnel Specialist

Ordinance Title: Personnel Specialist

Position Number: 024573

Bargaining Unit: 030 **Current Salary:** $18.55-21.67 **(Range:**31.0A)

RECOMMENDED ACTION

Classification Title: Training Development and Program Coordinator

Ordinance Title: Training Development and Program Coordinator

Legislation Required: Yes

Bargaining Unit: 030 **Recommended Salary:** $18.55-21.67 **(Range:**31.0A)

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

INCUMBENT STATUS

Incumbent:

Current Standing: Personnel Specialist

Recommended Standing: Training Development and Program Coordinator

In recommended standing, incumbent status is:

Regular;	Probationary:	Temporary.
[ ] 2.3100;	[ ] 2.3.200;	[x] 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 departmental management. Position No. 024573 is located in the City Performance Unit of the Personnel Division of the Executive Services Department. This Unit is responsible for developing and monitoring performance incentives and programs throughout the City.

Scope of Review:

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

- the Position Description Questionnaire (PDQ)
- comparisons of class specifications in the Personnel Specialist and the Training Development and Program Coordinator class series
- additional information submitted by the incumbent reflecting the position's duties and responsibilities
- comparison to similarly titled positions
- review of the organization unit affecting the subject position
- position history records and related classification files.

Background:

According to departmental management, this position is responsible for designing, implementing and presenting training programs related to the Seattle Works framework and developing and coordinating programs and strategies related to employee recognition, participation and productivity.

Summary of Work

The essential purpose of this position is to plan, coordinate and conduct presentations that promote and illustrate the Seattle Works vision, values and action plan; to do research in policy areas related to Seattle Works, analyze findings and write reports and make recommendations; develop and coordinate programs and strategies related to employee recognition and to coordinate major events related to Seattle Works and City performance.

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 Director of the City Performance Unit has requested a review of this position following the transfer of the position and the unit from the Office of Management and Planning to the Personnel Division of the Executive Services Department and the changes in duties resulting from this transfer.

The position was last reviewed in the 1995-1996 Budget and this review resulted in the position being reclassified from an Assistant Personnel Specialist to a Personnel Specialist. This reclassification was based on the fact that the subject position had assumed responsibility for a number of personnel functions for the Office of Management and Planning. These functions included acting as the departmental training coordinator, the ADA coordinator, the safety officer, processing and investigating industrial insurance claims and coordinating the department's performance evaluation program. With the transfer of the subject position and the City Performance Unit to the Personnel Division of ESD, these departmental personnel functions were left behind in the Office of Management and Planning and the focus of the subject position changed to the training and program development functions summarized above. In any case, the classification Personnel Specialist is not a central personnel agency title and is not appropriate for a position assigned to such a central personnel agency.

The two central agency classes that were reviewed for purposes of correctly allocating the subject position were those of Personnel Analyst and Training Development and Program Coordinator. The first of these two titles describes positions that do analytical work in such areas as classification, compensation, benefits, affirmative action and employee selection and as such is not really appropriate for this position. The second of these titles, Training Development and Program Coordinator is a reasonably good fit. Positions allocated to this class are responsible for assessing and forecasting City wide training needs and designing, implementing, evaluating and managing a variety of City wide training programs. Although the subject position is not as involved in the selection of outside contractors who perform City wide training as other positions allocated to this class, the other duties of the Training Development and Program Coordinator class are a very good match for this position. The subject position does more hands on presentation of training material than do other positions allocated to this class. As with other positions allocated to this classification, the subject position must exercise considerable interpretive judgment in order to respond to diverse City wide training and employee development needs and to be able to work with a broad spectrum of City employees including management and elected officials and their staffs.

Recommendation:

Having reviewed the changes in duties and responsibilities that this position has undergone when it transitioned from the Office of Management and Planning to the Personnel Division of the Executive Services Department we recommend that this position be reclassified to Training Development and program Coordinator effective January 1, 1997 which is the date that the City Performance Unit moved to the Executive Services Department.

CITY OF SEATTLE
PERSONNEL DIVISION

CLASSIFICATION DETERMINATION REPORT

Date: May 29, 1997 | Report No.97-1284

POSITION IDENTIFICATION

Department: Executive Services (DAS)
Classification Title: unclassified
Ordinance Title: Finance Analyst - DAS
Position Number: 011287
Bargaining Unit: 030 **Current Salary: $22.88 (Range: NA)**

RECOMMENDED ACTION

Classification Title: Finance Analyst, Senior
Ordinance Title: Finance Analyst, Senior
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: Finance Analyst - DAS
Recommended Standing: Finance Analyst, Senior
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 I.O.	Classification/Compensation Analyst(s)
Approved:	John Pearson	Classification/Compensation Supervisor
	Lidia Santiesteban	Classification/Compensation Director
	Sarah Welch	Personnel Director

Position Identification and Source of Request:

Position # 011287 is located in the Information Technology Division of the Executive Services Department. The position is currently a part of the Department's Skills Based Pay Pilot Program which is scheduled for completion on June 30, 1997 (detailed information is included in the Background section of this report). This current review is the result of reorganization and merger of the former Administrative Services Department with Personnel and Finance Departments to form the new Executive Services Department; and for the purpose of allocating the subject position to the appropriate classification at the culmination of the Skills Based Pay Pilot Program to become effective 7/1/97.

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) submitted for this review;
- An informational meeting with the division's Human Resources Rep.;
- The class specifications for Senior Budget Analyst (#2001505) and Senior Finance Analyst (#2003505);
- Team Two's review/analysis of subject position information;
- Comparison to similar positions;
- Review of the organizational charts affecting the subject position; and,
- Position history records and related classification files.

Summary of Work

As described in the PDQ, the essential purpose of the position is to perform a wide range of high level analytical tasks on financial and budgetary issues for the Information Technology Division; coordinate and lead in the preparation and development of the division's operating budget; oversee financial and budgetary reporting and monitoring activities; and conduct financial and budgetary analysis on impacts and implications, or operational changes.

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

Background:

The DAS Skills based Pay Pilot Program was designed to compensate DAS employees for the acquisition of skills deemed particularly valuable to the department. DAS identified two groups of employees, one in Financial Planning and one in Management Planning who would be appropriate candidates for the pilot. An interdepartmental committee developed three skill sets, one for the Financial Planning group, one for the Management Planning group and one that was common to both groups. For each skill identified by the committee, a number of discrete levels were distinguished and descriptors for each of the levels were developed. Once the skills sets were completed, DAS and Personnel wrote an ordinance that implemented the pilot and successfully moved it through the City Council to be enacted into legislation as Ordinance #117240, signed by the Mayor on August 2, 1994.

According to the provisions of the ordinance the intended life span of the pilot project was three years from the date of implementation, and will conclude June 30, 1997. The following review, analysis and recommendation is based on the duties and responsibilities reflected in the Position Description Questionnaire for allocation to become effective 7/1/97.

Analysis:

Based on the above information the duties and responsibilities of the subject position were compared to the class specifications for Senior Budget Analyst and Senior Finance Analyst for the purpose of determining the appropriate classification.

The class specification for Senior Budget Analyst describes positions that research and analyze issues and prepare reports and policy recommendations for the Mayor, City Council, and OMB management; analyze large and/or complex departmental budgets and formulate recommendations on resource allocations.

The class specification for Senior Finance Analyst describes positions that coordinate and lead in the development, preparation, defense and monitoring of division/department operating budgets or capital improvement project budgets or financial management of grants and/or capital programs. Positions allocated to this title conduct financial research and analysis on financial/budgetary impacts and implications, and policy or operational changes; and oversee financial/budgetary reporting and monitoring activities.

The result of this review concludes that the preceding duties statement indicates that position #011287 fulfills the basic conditions requisite for allocation to the Senior Finance Analyst classification.

Recommendation:

Therefore, based on the above evaluation, it is our recommendation that position #011287 be reclassified to Senior Finance Analyst, effective July 1, 1997, which reflects the date the position completes its participation in the Department's Skills Based Pay Pilot Program.

CITY OF SEATTLE
PERSONNEL DIVISION

CLASSIFICATION DETERMINATION REPORT

Date: June 27, 1997 | Report No. 97-1297

POSITION IDENTIFICATION

Department: Executive Services
Classification Title: Parking Meter Collection Supervisor
Ordinance Title: Parking Meter Collection Supervisor
Position Number: 010751
Bargaining Unit: 030

Current Salary: $16.27 – 18.92
(Range: 27.5A)

RECOMMENDED ACTION

Classification Title: Manager III
Ordinance Title: Manager III
Legislation Required: Yes

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

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

INCUMBENT STATUS

Incumbent:
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: See next page for pertinent allocation information.

Recommended:	Team 1	Classification/Compensation Analyst(s)
Approved:	Edie Jorgensen	Classification/Compensation Supervisor
	Lidia Santiesteban	Classification/Compensation Director
	Sarah Welch	Personnel Director

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.

Position Identification and Source of Request
Position #010751 is located in the Treasury Division of Executive Services Department. The position is currently vacant and this review is the result of a small reorganization occurring in this Division of the Executive Services Department.

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

Scope of Review
Because the title requested by the Department is in the "Manager" series, the data submitted were reviewed by the Manager & Strategic Advisor Compensation Projects Manager (Carla Coward) and the consultant firm, Walsh-Moncada, designers of the two plans. Additionally, Team One analysts (Woo, Funk, Nicholson) met and discussed the Department's request and PDQ. Included in the review were:

- The Position Description Questionnaire (PDQ) and supplemental position information submitted for this review;
- Team One's review/analysis of subject position information;
- Review of the organizational charts affecting the subject position;
- Walsh-Moncada advisory rating summary;
- Manager Plan Design Draft; and
- Position history records and related classification files.

Summary of Work
As described in the PDQ, the essential purpose of the position is to manage the activities of the Warrant Issuance, Remittance Processing, and Parking Meter Collection Sections of the Executive Services Department - Finance/Treasury Division. Directs the operation of the City's internal lockbox; distribution of City payroll, retirement, accounts payable warrants; and collection and deposit of City parking meter revenue. The position also provides oversight and analysis on several Citywide projects on behalf of the Finance Division.

NOTE: For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaire (PDQ), dated 9/19/96 and submitted for purposes of this review.

Background
Across the City, positions currently allocated to the "manager" classification" (or performing work generally at that level) are included in a comprehensive project to develop and implement a "Manager Compensation Plan" that consists of three pay

zones along with several other components. As of the date of this report, program implementation is expected about January 1998. Therefore, this analysis is based on the seven dimensions of the draft Manager Compensation Plan

Analysis

Based on information submitted, the consultant, Walsh Moncada rated this position 373 points [Pay Zone 1] in the proposed Manager Compensation Plan. The breakdown of the position's rating in the seven dimensions follows:

Dim.#	Dimension Title	Level	Score
1	Human Resources Management	High	130
2	Budget/Fiscal Management	Low	47
3	Program Management	Low	60
4	Policy Management	Low	53
5	Technical Management	0	0
6	Communications Management	Low	43
7	Matrix Management	Low	40
	TOTAL SCORE		**373**

Following is a brief description of the level at which this position rated on each of the seven dimensions:

#	Rating Dimension & Description	Position Rating	Description of Level at Which Position Rated
1	Human Resources Management *(managing, monitoring, administering human resources, include direct & indirect supervision)*	High	"Manages and supervises subordinate supervisors, with total direct and indirect supervision of 20 or more FTE"
2	Budget/Fiscal Management *(managing, monitoring and administering financial resources)*	Low	"Manages budget(s) with relatively limited impact to City, typically up to several million dollars; has limited managerial discretion in allocating financial resources; deals with a limited number of funding sources and has minimal specialized funding source requirements."
3	Program Management *(developing, implementing, advocating, administering, evaluating programs)*	Low	"Manages programs of limited impact to City or external constituents; provides input on program implementation for more significant programs; administers procedures and processes to achieve specific objectives; provides customer service interface."

#	Rating Dimension & Description	Position Rating	Description of Level at Which Position Rated
4	Policy Management *(responsibility for developing, implementing and advising decision-makers on policy)*	Low	"Provides input on and implements policies related to operations or services with limited direct public impact; provides recommendations on policy options affecting matters of limited scope and of short-term impact, typically of an operational nature."
5	Technical Management *(responsibility for technical expertise, typically in a technological or scientific discipline, including such elements as managing expert staff, serving as a key contributor or expert, and having technical competencies spanning various disciplines)*	0	"Has no defined responsibility for managing or possessing technical expertise; may require specialized professional knowledge.
6	Communications Management *(effective representation of the City or City interests before external constituencies or as part of group processes)*	Low	"Represents functional area by communicating program or operating policies and procedures, or resolving significant customer service issues."
7	Matrix Management *(coordinating &/or integrating functions, systems or programs, and managing &/or facilitating the work of individuals, groups or teams across functional, departmental &/or jurisdictional lines without full managerial/ supervisory control...)*	Low	"Periodically manages initiatives which involve cross-functional, -departmental, or -jurisdictional *ad hoc* teams."

In addition to reviewing the subject position using the proposed Manager Compensation Plan, we also compared this position with other positions in the City. Specifically, we considered the Department's request of *Manager IV*. The compensation level for *Manager IV* is the equivalent to about a range of $50,655 (min) to $58,965 (max). Since the rating by Walsh-Moncada (score of 373) placed the position in Pay Zone 1, the recommendation here also must be within Pay Zone 1. According to the proposed Manager Compensation Plan, Pay Zone 1 ranges from $42,984 to $58,028 and the *Manager IV* top step is beyond the range of Pay Zone 1. Therefore, classification at the Manager III level is appropriate for this position until implementation of the Manager Compensation Plan.

Recommendation

Based on the Walsh-Moncada rating of this position in the Manager Compensation Plan and comparison of this position with other manager-level positions in the City, we recommend allocating this position to the Manager III level. At the Manager III level, the position will be compensated well within the Pay Zone 1 (recommendation consistent with the point factor rating summary applied by Walsh-Moncada). This recommendation is appropriate in the context of both the current classification system and the draft Manager Compensation Plan which is expected to be implemented in January 1998. The effective date of this recommendation is June 9, 1997, the date of the Department request; and the recommended classification shall remain in effect until implementation of the Manager Compensation Plan.

CITY OF SEATTLE
EXECUTIVE SERVICES DEPARTMENT
PERSONNEL DIVISION

CLASSIFICATION DETERMINATION REPORT

Date: July 23, 1997 **Report No.:** 97-1341

POSITION IDENTIFICATION

Department: Executive Services Department

Classification Title: Administrative Specialist III

Ordinance Title: Administrative Specialist III

Position Number: 025682 **Current Salary:** $15.05 -- $16.88

Bargaining Unit: 030 **Range:** 24.5B

Remarks:

RECOMMENDED ACTION

Classification Title: Administrative Staff Analyst

Ordinance Title: Administrative Staff Analyst

Bargaining Unit: 030 **Recommended Salary:** $20.04 - $23.35

Legislation Required: Yes **Range:** 33.0A

Remarks See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent: [redacted]

Current Standing: Administrative Specialist III

Recommended Standing: Administrative Staff Analyst

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(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. Additional analyst review team meetings were convened that included Gail Thompson. SharonLee Nicholson wrote the report.

Source of Request and Position Identification

This review is a result of Executive Services Department (ESD) HR Director's request to review Position No. 023651 since the department merger and transfer of the position. On September 6, 1996, this position was transferred to its current location in the Accounting Services Section, Finance Division where it reports directly to the Accounting Services Director. The Accounting Services Section consists of five subordinate managers with 70 employees in five units and one self-directed work team.

Position History

Specific position history can be obtained in the Records Management Unit of the Personnel Division.

Scope of Review

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

- Position Description Questionnaire dated June 26, 1997;
- Organization Chart for Finance Division, Accounting Services Section of ESD;
- Classification Specification #4050008 for *Administrative Specialist III;*
- Classification Specification #2402004 for *Administrative Staff Assistant;*
- Classification Specification #2402504 for *Administrative Staff Analyst;*
- Position files for similar positions in the City;
- Desk Audit and Incumbent Interview on July 24, 1997;
- Telephone Interview of Accounting Services Director on July 23, 1997;
- Group classification analyst team review meeting on July 28,1997.

Summary of Work

As described in the Position Description Questionnaire, the work of this position is summarized as follows:

- Developing and implementing operating policies and procedures for the Accounting Services Section;
- Special project coordination including managing the move logistics process, developing and monitoring the Section budget, SFMS Redevelopment Steering Committee support and contract payment monitoring as well as representing the Director on administrative issues committees;
- Personnel related activities including time sheets, coordinating training activities for the Section, maintaining training materials library; monitoring sick and vacation leave;
- Liaison between Accounting Services Director and self-directed Systems Support Unit team [*note: unlike the other five units in the section, this unit functions as a self-directed team with this incumbent providing management liaison]*;
- Coordinate administrative support tasks for the section including training and supervising staff, managing office supply inventory and establishing and documenting standard procedures for the section's administrative tasks.

Analysis

The position under review here has been assigned a"mixed duties" body of work that crosses more than one classification. The incumbent believes the job duties and responsibilities associated with this position are consistent with the *Administrative Staff Analyst* classification (#2402504). According to the Distinguishing Characteristics of the Class for *Administrative Staff Analyst* , positions at that level ". . . *coordinate budget preparation and specific program goals. . .. . . research and analyze a variety of operational or administrative issues or problems. . .assist in personnel matters. . .*" Below is a list of the duties as described in the PDQ and an excerpt from the applicable class specification.

Duty ID & % of Job	Duty Description from PDQ	Excerpt from Relevant Class Spec
5.A. 20%	Provide administrative, scheduling and correspondence support to the Director and coordinate general support services for the Section.	**Administrative Staff Assistant** "Positions in this class use judgment to make decisions about day-to-day problems or activities and to interpret and apply policies and procedures to day-to-day situations."
5.B. 20%	Lead, plan & coordinate special projects . . coordinate budget development and monitoring. . . monitor contract payments. . . Support SFMS year end closing process activities	**Administrative Staff Analyst** "Coordinates preparation of budget. . . monitors . . . contracts; monitors training plans and budgets."
5.C. 15%	Participate in interview & selection; maintain confidential communications on personnel issues, coordinate time sheets, sick leave & vacation records & training	**Administrative Staff Analyst** "Coordinates and participates in a variety of personnel related activities. . ."
5.D. 20%	Team Coach to Systems Support Team [*consisting of Systems Support Unit employees who do not have a supervisor*] and provide liaison between the team and Accounting Services Director	**Administrative Staff Analyst** "Performs department, program or function-specific administrative duties requiring interpretation of unique, detailed, complex and/or vague procedures and regulations subject to limited or no review by higher level employees"
5.E. 10%	Accounting Services Technology Administrator	**Administrative Staff Analyst** ". . .provide administrative and analytical support to a large section of a department or assist higher level employees accomplish functions at the division level."

Duty ID & % of Job	Duty Description from PDQ	Excerpt from Relevant Class Spec
5.F. 15%	Train , supervise administrative support staff	**Admin Spec III** "Supervises staff, assigns work, trains and provides work direction to administrative support personnel..."

Information provided in interviews, the PDQ and other research demonstrate that the majority of duties assigned to this position are within the *Administrative Staff Analyst* classification. This position functions as the primary administrative management liaison between the Director and subordinate managers, developing and implementing operating policies and procedures and managing the Section's budget process.

Recommendation

Based on our review of the evidence presented and other research, this position is recommended for reallocation to the *Administrative Staff Analyst* classification effective September 6, 1996, the date of the Section's reorganization. We further recommend that the incumbent's status be Temporary pending a selection process to fill the position.

CITY OF SEATTLE
EXECUTIVE SERVICES DEP. TMENT
PERSONNEL DIVISION

CLASSIFICATION DETERMINATION REPORT

Date: July 16, 1997 **Report No.:** 97-1347

POSITION IDENTIFICATION

Department: Executive Services Department

Classification Title: Management Systems Analyst, Sr.

Ordinance Title: Management Systems Analyst, Sr

Position Number: 019073 **Current Salary:** $23.78 -- $27.73

Bargaining Unit: 030 **Range:** 37.5A

Remarks:

RECOMMENDED ACTION

Classification Title: Management Systems Analyst Supervisor

Ordinance Title: Management Systems Analyst Supervisor

Bargaining Unit: 030 **Recommended Salary:** $26.20 -- $30.39

Legislation Required: Yes **Range:** 40.0A

Remarks See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:

Current Standing: Management Systems Analyst, Sr.

Recommended Standing: Management Systems Analyst Supervisor

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(s)

Approved: Edie Jorgensen Classification/Compensation Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

g:\cc\team1\clasrept\97-1347

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

This position is being reviewed at the request of the Executive Services Department Human Resources Director. According to the request, this position has assumed additional duties (specifically supervision and project management) since the recent merger of Finance, Administrative Services and Personnel Departments. The position provides client server applications support to Treasury Services, Revenue & Consumer Affairs, Accounting Services and Debt Management Sections of the Finance Division.

Position History

Specific position history can be obtained in the Records Management Unit of the Personnel Division.

Scope of Review

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

- Class Specification for *Management Systems Analyst Supervisor* (#2350007);
- Class Specification for *Systems Analyst, Principal* (#2100004)
- Position Description Questionnaire (PDQ) completed on June 23, 1997 and signed by the position's director on June 26, 1997;
- Org charts submitted with the request that identify the existing and proposed organizations;
- Position record card for Position No. 019073;
- Such internal information and documentation that is applicable to this review.

Summary of Work

This position serves as Project Manager for the Finance Division's client server applications. Included in these activities are: directing, monitoring and coordinating the work of four *Senior Systems Analysts*, three consultants and one Customer Representative. The position is also responsible for developing project plans and budgets, preparing and maintaining work and application schedules, developing and documenting application requirements and all related project management activities related to the following Finance Division applications:

- Seattle Licensing & Information System (SLIM)
- Computerized Animal Tracking System (CATS)
- Cash Receipting System (CRS)
- The Inquiry System
- Remittance Processing System and related applications
- All Treasury-related FoxPro applications

More than 80% of the position's work is supervision of the professional subordinate staff and project management for the applications identified above. According to information provided by the Director, this group of nine employees (three contract employees, one loaned Customer Representative, four Systems Analysts and the incumbent) operated as a self-directed work team with the incumbent serving as project lead. However, the

complexity of project management duties has increased sufficiently to require a regular Project Manager/Supervisor for this group.

Analysis

The Department requested this position be reclassified to the *Principal Systems Analyst* classification. According to the class spec (#2100008), positions in this *class "...oversee the operation of major departmental or City-wide data processing projects or serve as a technical expert in an area of specialization."* Elsewhere the *Principal Systems Analyst* spec states that "*Positions in this class...develop overall project plans; identify and resolve critical problems* <u>*that primarily concern major or City-wide systems*</u>*...*"..[emphasis added]. Throughout the *Principal Systems Analyst* classification, the emphasis lies in areas of City-wide systems. Good examples include the HRIS system, SFMS and the soon-to-be-launched SFMS Redevelopment project. Supervisory or Project Management functions relating to those systems are appropriately classified in the *Systems Analyst* series. This position, however, focuses primarily on computer applications and systems relating to various sections of the Finance Division. While these systems may have limited City-wide impact, they are department-specific.

The *Management Systems Analyst Supervisor* classification is intended for supervisory, project management positions of an operational nature. Positions in this classification must work with a wide array of business needs, functions and supporting computer applications. In comparison, this position is expected to manage projects across multiple diverse organizations (e.g. Animal Control, Revenue and Consumer Affairs)

Recommendation

Based on our review of material submitted for this review and the relevant class specifications, we recommend that Position No. 019073 be reclassified to *Management Systems Analyst Supervisor.* The effective date of this action is July 7, 1997, the date of the department's request.

CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: 12 August 1997 **Report No.:** 97-1359

POSITION IDENTIFICATION

Department: Executive Services (Personnel Division)

Classification Title: Personnel Analyst Supervisor

Ordinance Title: Personnel Analyst Supervisor

Position Number: 025018

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

RECOMMENDED ACTION

Classification Title: Exempt

Ordinance Title: Manager V

Legislation Required: yes

Bargaining Unit: 030 **Recommended Salary:** $24.75-28.77 **(Range:**38.5A)

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

INCUMBENT STATUS

Incumbent:

Current Standing: Personnel Analyst Supervisor

Recommended Standing: Exempt from Civil Service

In recommended standing, incumbent status is: N/A

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 departmental management. Position No.025018 is located in the Affirmative Action/Equal Employment Opportunity/ADA Unit of the Employee Services Section; Personnel Division; Executive Services Department. This Unit is responsible for developing, implementing and monitoring the progress of AA, EEO and ADA programs in the City.

Scope of Review:

This review consisted of an analysis and evaluation of the subject position by a classification/compensation supervisor which consisted of the following:

- the Position Description Questionnaire (PDQ)
- comparisons of class specifications in the Personnel Analyst and Manager class series
- additional information submitted by the incumbent and immediate supervisor reflecting the position's duties and responsibilities
- comparison to a position titled Affirmative Action Manager which was abrogated in the 1997 Budget.
- review of the organization unit affecting the subject position
- position history records and related classification files.

Background:

According to departmental management, this position is responsible for managing the work of the AA/EEO/ADA Unit.

Summary of Work

The essential purpose of this position is to plan and direct all EEO and Affirmative Action programs for the City of Seattle, including ADA programs; to provide expert consultation on EEO/AA/ADA issues for City officials and managers; to develop and implement City-wide proactive strategies to improve risk management in the areas of EEO and Affirmative Action; to develop programs to assist departments in the areas of EEO investigations and complaints and to provide corollary training for HR managers and EEO Officers; and to design the City Affirmative Action plan and monitor City, state and federal statutes for impacts on City programs.

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:

In November of 1996 this position assumed responsibilities for all programs and responsibilities that had been formerly assigned to a position titled Affirmative Action Manager. From this point on the subject position was responsible for not only EEO programs but Affirmative Action programs as well. It is the judgment of the Personnel

Director that the assumption of these extra programs requires that the subject position be reclassified upwards to the level of the now abrogated Affirmative Action Manager position which was at salary range 38.5A and that it be made exempt from the Civil Service.

Recommendation:

Because of the increased responsibilities assigned to this position when it assumed the oversight of Affirmative Action programs of the City, this position should be retitled to Manager V at salary range 38.5A and be exempted from Civil Service effective November 1, 1996.

City of Seattle

Norman B. Rice, Mayor

Executive Services Department
Dwight D. Dively, Director

July 9, 1997

TO: Lidia Santiesteban, Class/Comp Director

FR: Norma McKinney, Employee Services Director
via Sarah Welch, Personnel Director

RE: Request for Position Exemption

I'm requesting that Position #00025018 be exempted from Civil Service on the basis of the confidential nature of the relationship with the appointing authority regarding citywide employee EEO issues. I agree with your prior recommendation to reclassify this position in the Third Quarter ordinance from Personnel Analyst Supervisor to Manager V. and I consider this exemption of equal import.

This position fully meets the requirements for civil service exemption. It is one of the most highly confidential positions in the entire City of Seattle in that it is charged with doing the most confidential, complex EEO investigations and reporting results to the department director of the department in which a complaint is filed. The position provides support for the Mayor's Affirmative Action Task Force which is chaired by the Deputy Mayor and as such is responsible for conveying the Mayor's Diversity agenda to the Department Heads who sit on this important Task Force. I am happy to provide you with any more details to support your evaluation of this position for inclusion in the next city-wide exemptions ordinance.

APPROVED:

Sarah Welch, Personnel Director

Personnel Division, Dexter Horton Building, 710 Second Avenue, 12th Floor, Seattle, WA 98104-1793
Tel. (206) 684-7664, TDD: (206) 684-7888, FAX: (206) 684-4157, http://www.ci.seattle.wa.us
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CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: July 23, 1997 Report No. 97-1365

POSITION IDENTIFICATION

Department: Executive Services (DAS)
Classification Title: unclassified
Ordinance Title: Finance Analyst - DAS
Position Number: 081533
Bargaining Unit: 030 **Current Salary: $23.90 (Salary Range: N/A)**

RECOMMENDED ACTION

Classification Title: Senior Management Systems Analyst
Ordinance Title: Senior Management Systems Analyst
Legislation Required: Yes

Rec. Bargaining Unit: 030 **Recommended Salary: $23.78 - 27.73 (Salary Range: 37.5A)**
Remarks: ***See next page for pertinent allocation information.***

INCUMBENT STATUS

Incumbent:
Current Standing: Finance Analyst - DAS
Recommended Standing: Senior Management Systems Analyst
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:
Position No. 081533 is located in the Accounting Services Section of the Executive Services Department. The position is currently a part of the Department's Skills Based Pay Pilot Program which is scheduled for completion on June 30, 1997 (detailed information is included in the *Background* section of this report). This current review is the result of reorganization and merger of the former Administrative Services Department with Personnel and Finance Departments to form the new Executive Services Department; and for the purpose of allocating the subject position to the appropriate classification at the culmination of the Skills Based Pay Pilot Program to become effective 7/1/97.

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) and supplemental position information dated and submitted 9/16/96;
- the class specifications for Senior Accountant (#2000505) and Senior Finance Analyst (#2003505);
- Team Two's review/analysis of subject position information;
- Comparison to similar positions;
- Review of the organizational charts affecting the subject position; and,
- Position history records and related classification files.

Summary of Work
As described in the PDQ, this position reports to the Accounting Services Manager and is essentially responsible for monitoring the Department's accounting processes and controls to ensure accuracy and timeliness of financial information and reports; overseeing the review and reconciliation of all financial accounts and sub-systems; informing management of accounting problems and errors; recommending solutions and assisting in major system implementation and audit of post implementation to ensure the system is working properly; advising management and staff on the most complex departmental finance situations and problems; and, on a continuing basis, analyzing and evaluating the financial health of the Department.

NOTE: For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaire (PDQ), dated 9/8/95 and submitted for purposes of this review.

Background:
The DAS Skills based Pay Pilot Program was designed to compensate DAS employees for the acquisition of skills deemed particularly valuable to the department. DAS identified two groups of employees, one in Financial Planning and one in Management Planning who would be appropriate candidates for the pilot. An inter-departmental committee developed three skill sets, one for the Financial Planning group, one for the Management Planning group and one that was common to both groups. For each skill identified by the committee, a number of discrete levels were distinguished and descriptors for each of the levels were developed. Once the skills sets were completed, DAS and Personnel wrote an ordinance that implemented the pilot and successfully moved it through the City Council to be enacted into legislation as Ordinance #117240, signed by the Mayor on August 2, 1994.

According to the provisions of the ordinance the intended life span of the pilot project was three years from the date of implementation, and will end effective June 30, 1997. The following review, analysis and recommendation is based on the duties and responsibilities reflected in the Position Description Questionnaire for allocation to become effective 7/1/97.

Analysis:
Based on the above information, the duties and responsibilities of the subject position were compared to the class specifications for Senior Accountant and Senior Finance Analyst.

The class specification for Senior Accountant describes positions that perform professional accounting functions and tasks. Positions allocated to this title interpret and make major decisions affecting the balance of the department's financial statement and/or consult on the adequacy of internal controls and accounting procedures; and have supervisory authority or lead responsibility over a special program, project, and/or an accounting function.

The class specification for Senior Finance Analyst describes positions that coordinate and lead in the development, preparation, defense and monitoring of division/department operating budgets or capital improvement project budgets or financial management of grants and/or capital programs. Positions allocated to this title conduct financial research and analysis on financial/budgetary impacts and implications, and policy or operational changes; and oversee financial/budgetary reporting and monitoring activities.

Recommendation:
Therefore, based on the above evaluation, we conclude that the preceding duties statement indicates that Position No 081533 fulfills the basic conditions requisite for allocation to the Senior Finance Analyst classification, and further recommend that the subject position be allocated to that title. The effective date of this action should be July 1, 1997 which reflects the date the position completes its participation in the Department's Skills Based Pay Pilot Program.

ADDENDUM to Report 97-1265

Departmental management and the subject incumbent, *David Tran,* in Position #081533, appealed the recommended classification determination of Senior Finance Analyst. It is the opinion of management and the incumbent that the work being performed is comparable to that of work performed by other Senior Management Systems Analysts within the City.

A Reconsideration Hearing was scheduled and held on July 22, 1997, whereby, additional information was presented in support of this request. After careful review and consideration of the information presented at the Reconsideration Hearing, the Board determined that the work performed by Position #081533, is at the same level, range and scope of that performed by other Senior Management Systems Analyst positions within the Department and throughout the City.

The determination of the Reconsideration Board is that the subject position be reclassified, to the title of Senior Management Systems Analyst, effective July 1, 1997 which reflects the date the position completes its participation in the Department's Skills Based Pay Pilot Program.

CITY OF SEATTLE
EXECUTIVE SERVICES DEPARTMENT
PERSONNEL DIVISION

CLASSIFICATION DETERMINATION REPORT

Date: June 12, 1997 **Report No.:** 97-1287

POSITION IDENTIFICATION

Department: Housing & Human Services

Classification Title: Human Services Coordinator, Assistant

Ordinance Title: Human Services Coordinator, Assistant

Position Number: 021963 **Current Salary:** $14.51 -- $16.88

Bargaining Unit: 030 **Range:** 24.5A

Remarks:

RECOMMENDED ACTION

Classification Title: Human Services Coordinator

Ordinance Title: Human Services Coordinator

Bargaining Unit: 030 **Recommended Salary:** $16.57 -- $19.29

Legislation Required: Yes **Range:** 28.0A

Remarks See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:

Current Standing: Human Services Coordinator, Assistant

Recommended Standing: Human Services Coordinator

In recommended standing, incumbent status is: Regular

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

Authority: Personnel Rule

[X] **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

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

Position No. 021963, submitted for review by the Housing & Human Services Director, was received on May 28, 1997. The request came as a result of the Division of Family & Youth Services program reassessment and reorganization. A new unit was created for participant orientation and placement in the Summer Youth Employment Program.

Position History

Position No. 021963 was created in the 1987 budget as a *"Program Assistant."* In 1990, the title was changed to *"Human Services Coordinator, Asst."* Additional specific position history can be obtained in the Records Management Unit of the Personnel Division.

Scope of Review

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

- Class Specifications for the *Human Services Coordinator* series;
- Position Description Questionnaire (PDQ) signed by the incumbent on May 20, 1997;
- Position record card for Position No. 021963;
- Such internal information and documentation that is applicable to this review.

Summary of Work

Prior to reorganization, the work unit to which this position is assigned performed orientation, placement, payroll and client data input. To improve processing and reduce costs, the functions were separated. A new unit under the direction of the subject position was organized to handle only orientation and placement for the Summer Youth Employment Program (SYEP).

This position is responsible for coordinating the administrative processes necessary to support the placement and orientation of SYEP program participants. These processes (requiring about 60% of the position's time) include

- training the administrative staff and youth supervisors,
- planning and assigning tasks to the staff,
- performing all accounting tasks related to a scholarship fund (about $200,000 annually)
- monitoring the SYEP fiscal and program information systems to ensure proper accounting, recording and disbursement of funds.

Analysis

A review of the relevant class specifications indicates that the expanded work of this position is beyond the scope of its current classification (*Human Services Coordinator, Assistant*). According to Class Spec No. 3001503, *Assistant Human Services Coordinators* assist in performing program support activities in the human service area. *Assistant Human Services Coordinators* work under general supervision performing work of more limited scope with well defined procedures. In comparison, the subject position is responsible for ensuring that the program support activities are carried out. As such, this position is expected to oversee the work of one administrative employee and six Youth Supervisors. Therefore, the *Assistant* level is not appropriate for the reorganized body of work.

The journey level of this series, *Human Services Coordinator*, was also reviewed for classification of this position. According to the specification, positions at this level "*Assess the need for and conduct training on program operations or activities . . .*". Employees in this class interpret and apply guidelines appropriate to the program operations. They are expected to work independently and discuss only the unusual problems or special tasks with supervisors.

About 60% of this position's work falls into the journey level class; therefore, the current class of *Assistant Human Services Coordinator* is no longer appropriate. After comparing the work of Position No. 021963 to class specifications for both the *Assistant Human Services Coordinator* and the *Human Services Coordinator* we believe it most closely resembles the *Human Services Coordinator* class.

Recommendation

Based on our review of this position, we recommend that Position No. 021963 be reclassified to *Human Services Coordinator.* The effective date of this action should be May 20, 1997, the date of the Position Description Questionnaire submitted for this review.

CITY OF SEATTLE
EXECUTIVE SERVICE
DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: June 25, 1997 **Report No.:** 97-1312

POSITION IDENTIFICATION

Department: Muni Court

Classification Title: Administrative Specialist II

Ordinance Title: Administrative Specialist II-MC

Position Number: 011442 & 019698

Bargaining Unit: 040 **Current Salary:** $14.00 - $15.66 **(Range:** 22.5B)

RECOMMENDED ACTION

Classification Title: Court Clerk

Ordinance Title: Court Clerk

Legislation Required: Yes

Bargaining Unit: 040 **Recommended Salary:** $13.73 - $15.94**(Range:**23.0A)

Remarks See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent: VACANT

Current Standing: NA

Recommended Standing: NA

In recommended standing, incumbent status is:

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

Authority: Personnel Rule

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

Remarks: This action is effective June 25, 1997.

Recommended: Team 2 SID. Classification/Compensation Analyst(s)

Approved: John Pearson Classification/Compensation Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

City of Seattle

Norman B. Rice, Mayor

Executive Services Department
Dwight D. Dively, Director

July 16, 1997

TO: Kenneth J. Klimusko, Court Administrator
Municipal Court Department

FROM: Lidia Santiesteban
Classification/Compensation Director

SUBJECT: Supplement to Report No. 97-1312

Classification Determination Report No. 97-1312 retitled Position No. 011440 from Administrative Specialist II to Court Clerk. The classification review was conducted as a result of a request by departmental management to review the position's duties based on changes in the scope of work and the flexibility in work distribution and assignment.

Communication from your department, July 16, 1997, however, indicates that the position number was listed incorrectly on the PDQ submitted with the initial request (see attached memo). Therefore, in order to correct the report, it is recommended that:

- Position No. 011440 be amended to Position No. 011442.

The amendment is processed in memo form because Report No. 97-1312 has been approved and distributed.

Approved: Sarah Welch, Personnel Director — Date: 7/23/97

/io
Attachment

cc: Dean Barnes, Personnel Manager
Lydia estrada
Personnel Records
File

Personnel Division, Dexter Horton Building, 710 Second Avenue, 12th Floor, Seattle, WA 98104-1793
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The Municipal Court of Seattle

Kenneth J. Klimusko
Court Administrator

RECEIVED
CLASS/COMP
JUN 23 1997
FILE #

600 Third Avenue, Room 1100
Seattle, WA 98104-1852
206) 684-8707

To: Lidia Santiesteban
Director, Classification/Compensation

From: Kenneth Klimusko KJK/WEB
Court Administrator

Date: June 20, 1997

Re: Position Description Questionnaire - Court Clerk

Attached is an Abbreviated Position Description Questionnaire (PDQ) for the position of Court Clerk. The current positions (numbers 019698 and 011440) are classified as Administrative Specialist II's. Due to changes in work assignments and duties, the Court is requesting that these two positions be reclassified to Court Clerk. The reclassification of the positions will allow more flexibility in work distribution and the assignment of individuals for relief coverage at the court clerk level.

Your assistance in reviewing the Abbreviated PDQ as quickly as possible is greatly appreciated. If you have any questions concerning the PDQ, please contact Dean Barnes, Human Resources Manager, at 4-5652.

FAX: (206) 233-0056

ken.klimusko@ci.seattle.wa.us

City of Seattle
Personnel Department

ABBREVIATED POSITION DESCRIPTION QUESTIONNAIRE

(This form is to be used for vacant or new positions only)

RECEIVED
CLASS/COMP
JUN 24 1997
FILE #

DEPARTMENT/DIVISION: Seattle Municipal Court

POSITION NUMBER: 019698 and 0114402

DATE REQUESTED: June 18, 1997 **EFFECTIVE DATE:**

CLASSIFICATION REQUESTED: Court Clerk

POSITION PURPOSE: Maintain legal record (paper and computer) of court proceedings. Supervise data entry and customer staff assigned to individual courtrooms. Monitor court case loads to ensure uniform settings to balance calendars. Interpret and summarize court proceedings and judicial orders for other Municipal Court units and other government agencies. Assist unit supervisors and senior clerk with special projects and by researching, documenting and correcting errors. **Also: See Court Clerk Class Level Description.**

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.	Listen to court proceedings, interpret them and then summarize the intended judicial action, order or directive onto the official record of proceeding. In addition to writing the narrative of court proceeding, ensure that all necessary forms, motions, briefs, etc., are properly prepared when appropriate and are included in the correct case file. Update case information in Municipal Court Information System (MCIS) for distribution to other divisions of the Court and to other agencies such as SPD, WSP and DOL	20%
2.	Relieve court staff for rest breaks and lunch and assist clerks in high volume courts. Cover for clerks on vacation or in other assignments.	20%
3.	Research and correct errors and problems that are brought to management's attention through in-court docket review by judges and the MCIS produced management reports.	20%

4.	Exercise authority delegated by the judge by responding to, solving or recommending solutions to problems or questions from other court departments, outside agencies, defendants, attorneys, witnesses and victims.	10%
5.	Supervise the data entry and customer service staff assigned to courtroom and review data entry accuracy. Learn and implement new procedures to conform with new laws, policies or judicial directives.	5%
6.	Interpret and explain previous judicial actions and docket entries for judges, prosecutors, defense attorneys, defendants, witnesses, victims and other interested parties. Send written notice of judicial action when appropriate to other government agencies.	5%
7.	Review court files prior to court to determine if all pertinent documents are available. Determine which cases require subsidiary reports, such as Probation status reviews, and obtain them from the correct department.	5%
8.	Maintain chain of evidence for further prosecution if case is appealed, by sealing, signing and returning it to the evidence room or locker.	2%
9.	Monitor and test recording equipment used to record court proceedings.	2%
10.	Maintain files of briefs, motions, writs, and affidavits for use by the Court.	1%

POSITION ALLOCATION CRITERIA:

Duty #1, a [x] primary [ ] secondary duty, is described in the class specification as:

Record the legal record of court proceedings; act as liaison with judges, attorneys, other agencies and the public.

Duty #2, a [x] primary [ ] secondary duty, is described in the class specification as:

Same as Duty #1.

Duty #3, a [ ] primary [x] secondary duty, is described in the class specification as:

Employees bear extreme accountability for their work and the significance of its impact.

Duty #4, a [x] primary [ ] secondary duty, is described in the class specification as:

Employees work with considerable independence and often, on their own initiative, must interpret guidelines and policies.

Duty #5, a [ ] primary [x] secondary duty, is described in the class specification as:

The work involves recognizing the various processes or actions that can be taken in a court proceeding. Position includes leadership and direction of subordinate staff.

Duty #6, a [x] primary [ ] secondary duty, is described in the class specification as:

Act as liaison with judges, attorneys, other agencies and the public.

Duty #7, a [x] primary [ ] secondary duty, is described in the class specification as:

Maintain files and file documents necessary to track proceedings.

Duty #8, a [x] primary [ ] secondary duty, is described in the class specification as:

Work requires specific knowledge and training on courtroom procedures and processes and relevant legal terminology.

Duty #9, a [x] primary [ ] secondary duty, is described in the class specification as:

Employees record the legal record of court proceedings.

Duty #10, a [x] primary [ ] secondary duty, is described in the class specification as:

Maintain files and file documents necessary to track proceedings.

REASON FOR THE REQUESTED CHANGE:

The Court is requesting that these two Administrative Specialist II (ASII) positions be reclassified to relief court clerk positions to provide additional relief coverage at the court clerk level.

Currently, the Court has two (2) relief court clerk positions. Relief clerks are needed to cover absent court clerks who are on vacation, absent due to sick leave or away at training. There are 15 court clerk positions.

Additionally, court clerks are assigned to cover for supervisors who are on vacation or on special assignment. There are four supervisor positions.

In addition to providing vacation, sick leave, and out-of-class coverage, these two relief clerks are utilized to provide rest and lunch breaks for court clerks, as mandated by FLSA and the labor contract.

Further relief coverage is needed in "high volume" courts, where the number of cases and the speed at which hearings are held requires two court clerks to work in tandem to keep up with the judge and prosecutor. Currently, there are four "high volume" courts and a fifth is likely due to the new court schedule, which is effective on July 7, 1997.

An additional reason for requesting two new relief clerks is to provide relief coverage at night, especially in the jail courtroom where there is only one court clerk. This one clerk must, in a high volume court, work alone with only an ASII and work study employee available for support. Rest breaks and overtime for this one court are problematic. For example, overtime for this court was $10,580 for April 1995 through April 1996.

In April of 1996, the court reorganized its Court Services Unit. One result of this reorganization was the addition of two more court clerk-type positions to this unit. One of these court clerks is responsible for Intake operations, which occur mostly at night. The other position is the Court's Master Jury Trial Coordinator, who is responsible for the jury trial calendar and trial court assignments. Neither of these positions came to Court Services with any relief positions. As a result, when one of these clerks is on vacation or out sick, we must assign one of our two relief clerks to cover them. This further exacerbates our relief capability.

Two relief court clerks are insufficient. To provide all of the necessary coverage, we are forced to frequently use supervisors to cover or we must assign ASII employees to cover on an out-of-class basis. An example of this cost to Court Services is that supervisors are away from their own jobs for an inordinate amount of time and the out-of-class assignments of ASII personnel result in vacancies at that level, causing backlogs in data entry, and/or outside court clerk's offices being left unattended.

In 1997, all Administrative Specialist I (ASI) employees were reclassified to ASIIs. The PDQ used to support this reclass has little to distinguish it from the court clerk PDQ. And, the salary of the ASII is now only nominally less than that of a court clerk. Given the fact that the ASII and court clerk positions are now reasonably close in duties and salaries, the Court would like to

reclassify the two vacant ASII positions to court clerks and increase our relief capacity, increase our flexibility in assigning personnel, and decrease the amount of time supervisors are away from supervisory duties and decrease the amount of overtime and out-of-class pay.

Supervisor or Requester Signature — Date: 6-19-97

Department Head Signature — Date: 6-19-97

(*FOR PERSONNEL DEPT USE ONLY*)

Position Number: _____ **Title**: _____

Approved as Requested: [ ] Yes [ ] No

Other Recommended Action:

Irene Ogunyemi
Personnel Analyst — Date: 6/25/97

Personnel Analyst Supervisor — Date: 6/25/97

Process\AbvPDQ
2/9/96

CITY OF SEATTLE
EXECUTIVE SERVICES DEPARTMENT
PERSONNEL DIVISION

CLASSIFICATION DETERMINATION REPORT

Date: July 16, 1997 **Report No.:** 97-1355

POSITION IDENTIFICATION

Department: Parks and Recreation

Classification Title: Laboratory Technician I

Ordinance Title: Laboratory Technician [no Roman numeral]; underfilled as Bio-Technician

Position Number: 018397 **Current Salary:** $17.22 - 20.04 (Lab Tech); 12.73 - 14.77 (Bio-Tech)

Bargaining Unit: 030 **Range:** 29.0A (Lab Tech); 21.0A (Bio-Tech)

Remarks: Ordinance title of Laboratory Technician is obsolete and not to be used for new transactions; it is in SALT file but not in printed Salary Schedule. This report recommends its elimination.

RECOMMENDED ACTION

Classification Title: Laboratory Technician I

Ordinance Title: Laboratory Technician I

Bargaining Unit: 030 **Recommended Salary:** $12.73 - 14.77

Legislation Required: Yes **Range:** 21.0A

Remarks See next page for pertinent allocation information. Also see companion Salary Report #97-1366.

INCUMBENT STATUS

Incumbent:

Current Standing: Bio-Technician (probationary)

Recommended Standing: Laboratory Technician I

In recommended standing, incumbent status is:

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

Authority: Personnel Rule

[X] 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\97-1355.doc

This report is a Classification Project cleanup action, which will implement actions that inadvertently were not fully implemented in the project. The project adopted a class specification Laboratory Technician I and reclassified a position to that title, but the title was never established as an ordinance title, nor was a salary ever assigned to the title.

Background

The Classification Project (report 7350004 - Supplement) reclassified Parks Department Position Number 018397 from Bio-Technician (non-represented, salary range 21.0A) to Laboratory Technician I, and adopted a class specification for Laboratory Technician I. This reclassification was on ordinance 117427, effective 1/2/91. However, that ordinance also should have created the ordinance title of Laboratory Technician I and set a salary for it. The ordinance did not do this, however, and there never has been an ordinance title of Laboratory Technician I. After passage of ordinance 117427, the ordinance title of the subject position was changed (incorrectly, but based on incomplete information in the ordinance) to Laboratory Technician [with no Roman numeral]. Thus the position is properly classified as Laboratory Technician I, but it is budgeted at the incorrect ordinance title of Laboratory Technician. Because the ordinance did not properly include all the necessary actions, Parks has continued to underfill the position as a Bio-Technician, at range 21.0A.

The distinction between Laboratory Technician I and Laboratory Technician [no Roman numeral] is important. Laboratory Technician is an existing non-represented ordinance title at range 29.0A, but it is "gray-shaded" in the Salary and Title ("SALT") File, and is not in the printed 1997 Salary Schedule; it is an obsolete title that should not be used for new transactions. Laboratory Technician is actually the old ordinance title of the supervisor of the subject position. The supervisor position (# 015810) was reclassified from Laboratory Technician to Laboratory Technician II in the project. As a single-incumbent title, the salary for Laboratory Technician II remained the same as for Laboratory Technician [no Roman numeral] -- 29.0A. (See next paragraph for an explanation of project salary-setting protocols.) All actions related to this supervisory position were properly implemented by ordinance 116120 – that is, the position was reclassified, the title was created, and a salary was set for the title.

To confuse matters, the project class report for the Laboratory Technician I shows a recommended salary of range 29.0A. This is clearly an error. Range 29.0A is the same salary as Laboratory Technician and Laboratory Technician II (the supervisor of the subject position). When a new title was created in the project, the salary for that title was the mode (most frequent occurrence) of the salaries of all positions allocated to the new title. When there is only one position involved, the most frequent occurrence is also the only occurrence, and the salary for the new title should be the same as the salary for the old title. Only one position (the former Laboratory Technician) was allocated to the then-new title of Laboratory Technician II; therefore, the salary for Laboratory Technician II was set at range 29.0A, the same as that for Laboratory

Technician. By the same token, only one position (Bio-Technician at range 21.0A) was allocated to the title of Laboratory Technician I. According to project salary-setting protocols, the salary for Laboratory Technician I should be the same as that for Bio-Technician – range 21.0A. A related salary report (# 97-1356) will formally recommend this salary.

In summary, the subject position is correctly allocated to the class of Laboratory Technician I; however, there is no ordinance title or salary for Laboratory Technician I. The position is in Parks's budget as a Laboratory Technician [no Roman numeral], which is an obsolete ordinance title; and it has continuously been underfilled as a Bio-Technician.

Recommendation

Based on the above, we recommend the following actions:

- The ordinance title of Laboratory Technician I should be created, with a salary of range 21.0A, effective as of the Classification Project effective date of 1/2/91. (A separate but related salary report -- #97-1356 -- will formally recommend this action.)

- The ordinance title of the position should be changed from Laboratory Technician to Laboratory Technician I, effective 1/2/91.

- The subject position should remain classified as Laboratory Technician I as of 1/2/91.

- The ordinance title of Laboratory Technician [with no Roman numeral] should be deleted from the Salary and Title File upon passage of legislation implementing this report.

City of Seattle Personnel Department
Norman B. Rice, Mayor Sarah Welch, Personnel Director

October 29, 1995

Donald L. Briscoe
Business Representative
I.F.P.T.E., Local 17
2900 Eastlake Avenue, E., Suite 300
Seattle, WA 98102

Subject: Arbitration Award/ /Parks and Recreation (#92-33)

Dear Mr. Briscoe:

I am in receipt of the Final Arbitration Award of the Appeals Examiner regarding the above-referenced grievance. Arbitration of this grievance has been in accordance with the Classification Project Memorandum of Agreement between the City of Seattle and Local 17. The Award upholds the grievance, and directs that the involved positions (#009817 and #016422) be reclassified to Special Events Scheduler, effective June 8, 1992. (I note that you also received a copy of the Appeals Examiner's Award.)

This award will be placed on the next quarterly ordinance for consideration by the City Council, and we are closing our file on this grievance.

Sincerely,

John McArty

John McArty
Labor Negotiator I

JM:plm

cc: Miriam Israel Moses, Appeals Examiner
Jan Craft, Parks
Lidia Santiesteban, Classification/Compensation Unit

H:92-33.yes

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BEFORE THE CLASSIFICATION PROJECT APPEALS EXAMINER
GRIEVANCE ARBITRATION SUMMARY AND AWARD

The International Federation of Professional and Technical Engineers, Local No. 17 on behalf of Pos. No. 009817 Pos. No. 016422 Grievants	GRIEVANCE NO.: 92-033 STEP 3 FILED: 6/22/92 CASE OPENING DATE: 9/11/95 SUMMARY, OPINION, AND AWARD EFFECTIVE DATE: 6/8/92

This group grievance was received by the Office of the Appeals Examiner on June 9, 1994. It is one of a group of grievances that has been designated for arbitration by the Classification Project Appeals Examiner under the Memorandum Of Agreement reached between the City of Seattle, hereafter referred to as the City and the International Federation of Professional and Technical Engineers, Local No. 17, hereafter referred to as the Union. The original Memorandum Of Agreement was signed on June 14, 1993 and amended by both parties on September 1, 1994. This grievance was opened for review by the Appeals Examiner on September 11, 1995, having been previously reviewed by the Classification/Compensation Unit, on behalf of the Personnel Department, with the resultant determination, issued in Classification Determination Report No. 118-92X, that grieved position 009817 should be classified as an Administrative Specialist II, and that grieved position 016422 should be classified as an Administrative Specialist I. The Parks Department contested this determination and the grievance was removed from the Step 3 process. The Union alleges a violation of Article 9 Section 5 and Article 11, Sections 1 and 3 of the collective bargaining agreement. The remedy the Union seeks is to have both of the grievants' positions reclassified to, and compensated as Scheduling Coordinators or other higher level classification.

I. JURISDICTION:

The Classification Project Appeals Examiner has jurisdiction to review those grievances which meet the criteria established Section I(E)&(G) and Section VI(A)&(B) in the Protocol and Procedures adopted by the Classification Project Advisory Panel and the Department of Personnel.

Section I(E) of the Protocol requires that, for adjudication by the Appeals Examiner, the classification is one of a set of grievances that the I.F.P.T.E., Local 17 has agreed to submit to the Examiner, in lieu of established grievance procedures and/or filing for arbitration.

Section I(G) states that, for adjudication under the Classification Project, an appeal must be based on an "appealable issue." Appealable issues are, in this section, further defined as "the allocation of a position to a class." Such is the nature of this grievance.

Having been identified as one of the grievances slated for adjudication by the Examiner, in accordance with Sections I(E)&(G) and Section VI(A)&(B) of the Protocol; and the Memorandum of Agreement between the City and the I.F.P.T.E., Local 17, this grievance meets the criteria established for review and by the Examiner.

II. RULES OF REVIEW:

This review is performed under the guidelines established in Section VI of the Protocol an Procedures, as well as in accordance with Section VI of the adopted changes to the Memorandum of Agreement between the City and the Union, which state in part:

> The City and the Union have agreed to refer unresolved outstanding classification grievances filed through March 9, 1994, to the Classification Project Appeals Examiner for final review and recommendation to the Personnel Director. The agreed upon list of unresolved grievances shall be process as follows:
>
> - Grievances identified for arbitration shall be submitted without further Personnel Department review directly to the Appeals Examiner.
>
> - The Appeals Examiner's review and recommendation shall be based on 1) the effective date of the grievance will be determined in accordance with Article 6 of the collective bargaining agreement in effect on the date the grievance was filed; and 2) applying the City's class specification in effect at the time the grievance was filed.

Section VI(1) of the original Memorandum of Agreement states:

> Grievances submitted after 1/1/91 will be reviewed utilizing Classification Project class specs. Grievances submitted prior to 1/2/91 will be reviewed utilizing pre-project class specs.

<u>Article 6 - Grievance Procedure</u> of the Collective Bargaining Agreement states in part:

> Step 4 If the grievance is not settled at Step 3, either of the signatory parties to this Agreement may submit the grievance to binding arbitration.
>
> In connection with any arbitration proceeding held pursuant to this Agreement...:
>
> 1. The arbitrator shall have no power to render a decision that will add to, subtract from, alter, change, or modify the terms of this Agreement, and his[/her] power shall be limited to the interpretation or application of the express terms of this Agreement, and all other matters shall be excluded from arbitration.

Section I of the Memorandum of Agreement states in part:

> It is agreed that a Classification Project Appeals Examiner shall not create new titles or classification specifications in resolving any outstanding differences related to current Classification Project recommendations.

III. SUMMARY:

As stated in the Rules of Review, grievances submitted after 1/2/91 must utilize the specifications adopted for use in the Classification Project. The Union requests reclassification of these positions to Scheduling Coordinator or higher; however, there was no such title and specification among those adopted for use in the Classification Project. Therefore, this title may not be awarded in this grievance because the grievance was filed on June 22, 1992, which makes it subject to the Class Project titles and specifications.

Further, the Rules of Review prohibit the Examiner from creating new titles or classification specifications in resolving any outstanding differences, and the Examiner may not render a decision that will add to, subtract from, alter, change, or modify the terms of the collective bargaining agreement. This means that the Examiner cannot order the development of a new title or classification. Rather, the Examiner's authority in the arbitration of this grievance is limited to recommending that positions be allocated to classification specifications and titles that have been adopted for use in the Classification Project.

It must also be noted that the two positions in this group appeal do not perform identical work and have not submitted a joint PDQ. Rather, their duties differ to some degree, and each has presented an individual PDQ, which has been accepted by the City as true and accurate descriptions of each's duties.

The grievants in this case are primarily responsible for scheduling the use of Seattle Parks Department facilities. For , Position No. 016422, the scheduling work primarily involves scheduling the Department's 32 picnic areas and the surrounding facilities, such as softball fields and tennis courts, in relation to the picnic reservation. She **issues permits**, generates weekly schedules, collects receipts of about $75,000 per year, and initiates work orders based her evaluation of the facilities.

For , while the purpose of work, and job functions of scheduling the use of Parks Department facilities are extremely similar to those of , the types of activities scheduled encompass a somewhat broader range. Ms. **coordinates the permit processes** for 205 fields, 100 gyms and classrooms, 8 pools, and 154 tennis courts with the facilities office of the Seattle School District. She also acts as liaison between the Parks Dept. and the assigning secretaries of two softball associations to schedule umpires for approximately 65 leagues, 4,000 games and 10 tournaments. She is responsible for the accounting and deposit of permit fees totaling over a half-million dollars annually.

The Personnel Department has classified these employees at the Administrative Specialist II level, which is compensated at Range 22.0B. Prior to the implementation of the Classification Project titles and specifications, there was a specification and title called Parks Athletic Fields Scheduler, that was adopted as Title No. 4121.4. The same title, now listed in the SALT file as No. 4050.7, appears in the Salary Schedule at Range 23.0B. While there is one position (No. 015446 - as of 12/5/86) currently allocated to this title, it was not adopted for use in the Classification Project. As such, no Project specifications were developed for it and, therefore, no duties may be compared to it. The Personnel Department confirms that no plans for the development of a Class Project specification and title are contemplated. Therefore it cannot be considered for the purposes of this grievance, in accordance with the Rules of Review. Since there was a title and specification prior to the Project, however, it may be this "Scheduler" title to which the grievants and the Union refer in their request for reclassification.

IV. OPINION:

Currently, these positions are classified as Administrative Specialists II. The rationale provided by the Classification and Compensation Unit, however, acknowledges that the nature of the duties performed is not typical of the Administrative Specialist series. As it states:

> The requested title of "Scheduling Coordinator" does not exist within our current titling system. However, the bodies of work performed by both grievants are administrative support in nature. **Although the major duties of the positions are specialized and atypical of office support work, their work is in support of a special program that is within the concepts of administrative support work** [emphasis added] . The skills required to perform the work are comparable to those required for the administrative support series.

The Class Summary for the Administrative Specialist II states the following:

> Positions in this class perform the full range of administrative support functions for high level management or **perform specialized tasks in support of a special function or program**. These positions assign, review and evaluate the work of subordinate staff. Representative duties at this level include: preparing and reviewing standard and special reports; preparing program documents and inter-departmental forms; monitoring progress of departmental projects and workloads; preparing and maintaining spreadsheets and similar computer support activities; training and advising employees on office procedures and in performing specialized tasks.

Comparing the analysis to the summary results in a sort of "square peg in a round hole" classification. It is inherently self contradictory to determine that the major duties of a given position are "atypical of office support work" and then classify the position in an office support series because "the skills... are comparable." While it may be true that the required skills are comparable, there are a wide variety of classifications that contain essentially identical [two years of clerical support experience] skills and training.

The larger issue to be resolved in this grievance is not whether the grievants' work can be "fit" into the Administrative Specialist II class, but rather, whether the Administrative Specialist II class is the <u>most appropriate</u> for the duties, responsibilities, and purpose of the work performed by the aggrieved employees.

The Class Summary section of the draft specification for Parks Special Events Scheduler states:

> Position in this class, under general supervision, coordinate the scheduling of special events at Parks Department facilities. In addition to the actual scheduling, the work involves reviewing special use permits, determining compatibility of events with facilities, and meeting with users and groups to explain fees, insurance, performance bonds, laws and ordinances, and other regulations.

This is almost a precise rendering of the duties and responsibilities of the grievants, but the most compelling statement in the draft specification appears in the Distinguishing Characteristics section:

> This is a stand-alone class in the Office and Clerical Occupations group. It differs from jobs in the Administrative Specialist series in that **it entails more specialized knowledge and duties related to permit processes, Parks rules and regulations**, [emphasis added] and coordination with the public.

The Distinguishing Characteristics section of the draft specification goes on to state that:

> Assignments and work activities are performed under general supervision with special tasks reviewed by the supervisor. Guidelines include City ordinances, departmental policies and procedures, regulations governing the sue of specific facilities, Special Use permit processes and regulations, and sound principles of customer service when dealing with the public. Positions in the class apply judgment in determining the applicability of certain facilities for specific uses, and explaining and defending decisions to the public.

list of activities, that respond to Question No. 14 on the PDQ of record states, in part:

35% Acts as the Departmental liaison with the Facilities office of the Seattle School District for scheduling, and when necessary rescheduling, of School District and Parks facilities... ...receives application forms from School District for Parks facilities, **assigns permit numbers, and logs in all pertinent information; issues application forms for School District facilities; receives permits from School District** [emphasis added]... ...meets monthly with School District regarding any School/Parks issues; maintains records of all documents received; enters all pertinent records and information into a... data base; generates statistical data on... facilities usage....

30% Acts as liaison between Parks Department staff and the American Softball Association (ASA) and the United States Slowpitch Softball Association (USSSA).... Duties include receiving league schedules from all leagues; verifying schedules... scheduling of these games onto a computer....

20% Accounts for and deposits all scheduling office monies collected by permit fees for over one half million dollars annually... ... trains Department employees on cash handling procedures; generates statistical data on banking for the Department's Annual Report and budget preparation.

list of activities that respond to Question No. 14 on her PDQ of record states, in part:

40% Programs and issues picnic permits for the Departments [sic] 32 picnic shelters for approximately 1600 picnics annually; evaluates the spacial compatibility of the... event with available facilities.

12% Collects and receipts approximately $75,000 in annual fees for all programmed picnics; collects and records deposits for keys issued for all programmed picnics; process refund requests....

15% Reviews all class roll sheets and league detail sheets generated at 25 recreational facilities, Citywide Adult Sports program and 2 Sailing programs for Departmental and Volunteer Coordinator use. .... Forward the class roll sheets and league detail sheets to accounting; authorizing them to transfer city funds to 28 Advisory Council funds totaling $327,000.00 annually (1991 figures).

12% Maintains and reconciles records of all rental fees and forms received from 28 facilities (over 1,000 per year), forwarding results to the accounting department.

Looking at the duties and responsibilities of both grievants, and comparing them to the specification for Administrative Specialist II and the draft specification for Parks Special Events Scheduler, it is clear that the most appropriate classification is that of the Events Scheduler because it almost perfectly describes the types of duties assigned to the grievants in this case. Especially indicative of this is the previously quoted distinguishing characteristic of the Events Scheduler which establishes this class as different from the Administrative Specialist series because of utilization of the more specialized knowledge related to permit processing and Parks rules and regulations. These are, in fact, precisely the specialized skills utilized by the grievants in the performance of their duties. Therefore, given the choice between the AS-II and the Events Scheduler, there is no question that the Parks Special Events Scheduler is the most appropriate classification for the duties and responsibilities of both grievants' positions.

Noting that the Class Specification and Title for Parks Special Events Scheduler (Schematic No. 4051704) have not yet been adopted for use, the following Summary Decision and Determination is based on the draft title and specification, which are slated for adoption in the near future. This determination is contingent on the adoption of this specification, retroactive to 1/2/91, without any substantive changes from this draft.

V. SUMMARY DECISION:

On June 22, 1992, the Union formally grieved the classification of the subject positions, at the Step 3 level, alleging that they should be classified as Scheduling Coordinators. The City accepted a PDQ for each grievant, [Ms. signed on 2/20/92, and Ms. on 2/24/92] as a true statement of their job duties. The Classification and Compensation Unit reviewed the duties of both positions and, in Report No. 118-92X, found that the Administrative Specialist series was most appropriate. Ms. was recommended for classification at the AS-II level and Ms. was recommended for reclassification to the lower AS-I level. The Parks Department objected to the findings of the report, and the grievance was removed from the expedited Step 3 level.

Subsequent to the filing of this grievance, the title of Parks Special Events Scheduler, with a related draft specification was developed for review. Assuming acceptance by all interested parties, the title and specification would be adopted retroactive to 1/2/91 and are, thus, available for use in the Classification Project. Proposed for adopted at salary range 24.5A, the Events Scheduler is specifically differentiated from the Administrative Specialist series in that it requires specialized knowledge of the permit process and of the Parks Dept. rules and regulations. The draft specification is an almost precise fit to the duties and responsibilities of the grieved positions.

Therefore, accepting the caveat that there will be no substantive changes to the draft specification prior to its adoption, it is clear that this title and specification are the most appropriate of those available for use in the Project, for the duties and responsibilities of the grievants' positions. Therefore, the grievants should be reclassified to this Parks Special Events Scheduler as soon as the specification and title are adopted.

Their reclassification should be made retroactive to June 8, 1992, which is ten days prior to the date of the filing of this grievance. There is, however, no evidence in the file that the incumbents in this position filed appeals in the Classification Project. Therefore, this reclassification will not supersede the Project reclassification of these positions to Administrative Specialist II. Rather, this grievance award is to be considered as a subsequent reclassification action.

The City did not violate Article 9, Section 5, when it did not classify these position to the title of Parks Special Events Coordinator because the Project specifications and title did not exist at the time that the Project allocations and subsequent grievance review were performed. The City did not violate Article 11, Sections 1 and 3 when it did not compensate the aggrieved employees for work performed out-of-class, because the salary range for the proposed title and specification had not been adopted for use in the Classification Project at the time that the grievance was filed. However, in that the specification, title and salary range have been proposed for adoption, the retroactive compensation due to the aggrieved employees for the work that they have performed during the Project's retroactive period is made a part of this award.

VI. AWARD DETERMINATION OF THE APPEALS EXAMINER:

Therefore, based on the information contained in the Grievance File, the specifications adopted for the Administrative Specialist series, the proposed specifications for the Parks Special Events Coordinator class, the pertinent sections of the collective bargaining agreement between the City of Seattle and the I.F.P.T.E., Local 17, the Memorandum of Agreement between the City and the Union, and the Protocol and Procedures adopted for the Classification Project, it is the determination of this office that this grievance be accepted; that the aggrieved employees prevail, and that the subject positions be reclassified to Parks Special Events Scheduler, upon its adoption in the Classification Project, effective June 8, 1992.

Submitted to the Director
October 13, 1995

Miriam Israel Moses
Miriam Israel Moses
Classification Project Appeals Examiner

RECEIVED
OCT 13 1995
PERSONNEL DEPT.

DIRECTOR UPHOLDS [X] 10/18/95
Date

DIRECTOR REMANDS [ ] _____
Date

Sarah Welch
Sarah Welch
Personnel Director

The joint agreement of the Appeals Examiner and the Personnel Director is final, conclusive and binding upon the City, the Union and the employee. This review completes the administrative procedures available to the grievant. Should the grievant believe that additional information might result in a different determination, a request for a new review may be submitted to the Personnel Department under its standard procedures. No further review through the Classification Project will be conducted.

CITY OF SEATTLE
EXECUTIVE SERVICES DEPARTMENT
PERSONNEL DIVISION

CLASSIFICATION DETERMINATION REPORT

Date: 7/29/97 **Report No.:** 97-1340

POSITION IDENTIFICATION

Department: Seattle Center

Classification Title: Administrative Support Assistant

Ordinance Title: Administrative Support Assistant- BU

Position Number: 022618 **Current Salary:** $11.82 -$13.26 (**Salary Range** 18.0B)

Bargaining Unit: 035

RECOMMENDED ACTION

Classification Title: Admissions Personnel Dispatcher

Ordinance Title: Admissions Personnel Dispatcher

Bargaining Unit: 035 **Recommended Salary:** $13.26- $14.77

Legislation Required: Yes (**Salary Range** 21.0B)

Remarks See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:

Current Standing: Administrative Support Assistant

Recommended Standing: Admissions Personnel Dispatcher

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 contract between Local 17 and the 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 Seattle Center management. They are requesting this position be reclassified to an Admissions Personnel Dispatcher. This position is located in Seattle Center's Event Production Division-Admissions Unit which is responsible for scheduling admissions services for events which occur on the Seattle Center campus.

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. 4050003 Administrative Support Assistant and 9202004 Admissions Personnel Dispatcher;
- Position file contents; and
- Corroboration among a team of Classification Analysts

Summary of Work

The primary purpose of this position is to receive and fulfill the requirements of Events Service Orders by dispatching ticket takers, door attendants, splitters, ushers and door guards to service events. The position determines the discreet positions to service an event; produces a staffing list based on union/seniority issues; notifies staff with acknowledgment and confirmation of shift; maintains records of events and staffing levels for future reference; tracks individual employee hours worked; and recommends service level adjustments based on prior experience.

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:

This position was created in the 1989 Budget as an Administrative Support Assistant to serve as a receptionist; provide general information regarding parking and monorail services; screen and refer complaints to appropriate staff; process monthly parking receipts and permits; prepare deposit tickets and related statistical reports; type letters, memos and reports; maintain filing systems; and distribute section mail.

During negotiations with Local 6, a series of restructuring changes was agreed upon between the union and the City including the elimination of some positions, reduction of others to part-time, and the reclassification of the subject position to accommodate some of the workload restructuring.

Whereas the subject position's former duties and responsibilities as an Administrative Support Assistant entailed providing a variety of routine office support functions including typing, reception, filing, compiling reports and completing simple calculations, it is evident that the body of work performed by the subject position has experienced a significant change in its function, whereby its body of work is now analogous to that of the Admissions Personnel Dispatcher class.

Positions in the Admissions Personnel Dispatcher classification receive Events Service Orders, establish schedules and dispatch admissions personnel to ensure adequate staff coverage for Seattle Center events; ensure assignments are in compliance with union agreements, seniority guidelines, availability and certification requirements; and recommend to Event Service Representatives alternate work schedules to meet client needs, for cost considerations, and to meet event specifications.

Recommendation:

Based on the above duties and responsibilities of this position, the classification of Admissions Personnel Dispatcher is recommended. This action is effective June 2, 1997, which represents the date the position description questionnaire was signed and approved.

CITY OF SEATTLE
PERSONNEL
DIVISION

CLASSIFICATION DETERMINATION REPORT

Date: 6/3/97 **Report No.:** 97-1279

POSITION IDENTIFICATION

Department:	Seattle Public Utilities
Classification Title:	Unclassified
Ordinance Title:	Administrative Support Assistant - BU
Position Number:	022940
Bargaining Unit:	035 Current Salary: $11.82 - $13.26 (Range18.0B)

RECOMMENDED ACTION

Classification Title:	Administrative Specialist I
Ordinance Title:	Administrative Specialist I - BU
Bargaining Unit:	035
Legislation Required:	Yes Recommended Salary:$13.01-$14.51 (Range20.5B)
Remarks	See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:

Current Standing: Administrative Support Assistant

Recommended Standing: Administrative Specialist I

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: Per Article 9.7C of the Local 17 Bargaining Agreement

Recommended: Steven Aspiras SA Sr. Classification/Compensation Analyst

Approved: John Pearson JP Classification/Compensation 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 request from departmental management. The 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.

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. #4050003/Administrative Support Assistant and #4050004/Administrative Specialist I;
- 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 provide the full range of general administrative support to the Regulatory Compliance Section and to the Water Treatment and Inspection Services staff at the Water Quality Lab. Duties include responding to customer complaints and inquiries regarding water quality, and preparing reports and other correspondence.

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:

Review of the Administrative Support series confirmed that positions allocated to the Administrative Support Assistant (ASA) level perform 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 contacts of an ASA are primarily within the department and with the public regarding routine matters.

In comparison the Administrative Specialist I (AS I) can be characterized as performing the full range of administrative support functions for high level management or performing specialized tasks in support of a special function or program. An AS I is

typically expected to understand the work processes, procedures and regulations of the assigned program area, and/or demonstrate a proficient level of expertise in office operations and equipment. The contacts are with other departments or outside agencies and the general public for the purpose of obtaining factual information, explaining office policies and responding to routine complaints.

The duties and responsibilities described in the PDQ submitted for this review are consistent with those outlined on Class Specification #4050004/Administrative Specialist I. Per the PDQ the subject position works relatively independently in an outlying location with little backup available and (1) answers Water Quality Lab calls, providing information on distribution system water quality problems, responding in writing or verbally to customer complaints and routing them to appropriate staff for follow-up, responding to questions regarding typical water quality , and routing more specific water quality questions to appropriate Regulatory Compliance Section staff (2) enters payroll data in Seattle Financial Management System (SFMS), checks timesheets for accuracy and completeness and makes necessary corrections, ensures that timesheet corrections are made and submitted properly, and (3) provides editing, formatting, and proofreading services in the course of preparing finished copy, including reports on analysis of drinking water, letters and other documents.

Recommendation:

Based on evaluation of the duties and responsibilities of position #022940, the appropriate allocation is Administrative Specialist I - BU. This action should be effective January 1, 1997, as part of the reorganization and the date when the position was officially assigned to the Regulatory Compliance Section/Water Quality Lab.

CITY OF SEATTLE
PERSONNEL
DIVISION

CLASSIFICATION DETERMINATION REPORT

Date: 7/8/97 **Report No.:** 97-1324

POSITION IDENTIFICATION

Department:	Seattle Public Utilities
Classification Title:	Finance Analyst
Ordinance Title:	Finance Analyst
Position Numbers:	#020556, #023248, #022191
Bargaining Unit:	030 Current Salary: $20.04 - $23.35 (Range 33.0A)

RECOMMENDED ACTION

Classification Title:	Senior Finance Analyst
Ordinance Title:	Senior Finance Analyst
Bargaining Unit:	030
Legislation Required:	yes Recommended Salary:$22.88-$25.70(Range 35.5A)
Remarks	See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:

Current Standing: Finance Analyst

Recommended Standing: Senior Finance Analyst

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 Classification/Compensation Analyst

Approved: John Pearson, Classification/Compensation Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

Source of Request/Position Identification:

These positions were reviewed as a result of a request from departmental management in response to their expansion of budget duties and responsibilities. The changes occurred with the centralizing of budgeting functions into one specialized Budget Section in the merger/reorganization that created the Seattle Public Utilities (SPU).

Position Nos. 020556, 023248, and 022191 are located in the Budget Section of the Finance and Administration Division of SPU. This new section is responsible for developing budgets, developing overhead rates and cost allocations, advising on and providing budget/financial analysis, participating in the development of new financial systems, loading adopted budgets into the accounting system, and monitoring operating budgets and capital improvement project budgets.

Position History:

A complete history of these positions may be found in the Personnel Records Unit.

Scope of Review:

Review of these positions consisted of the following:

- Position Description Questionnaires (PDQ) submitted for this review;
- Class Specification Nos. 2003505/Senior Finance Analyst and 2003504/Finance Analyst;
- Comparison to similar positions;
- Review of the organization unit affecting the position;
- and related classification files.

Summary of Work

The primary purpose of each of these positions is to be responsible for one of the five branch budgets of SPU. The two remaining branch budgets are each overseen by an existing Senior Finance Analyst. Each Branch has a unique set of budgeting issues. Budget work for each branch is a full time assignment for the subject positions. Review of the PDQs verified that 40% of their duties is devoted to advising on and providing budget/financial analysis, e.g., preparing monthly variance reports of expenditures, analysis of the relationships among accounting (statements of cash flows), rates (quarterly variance report), and budget reports to monitor cash and establish the relationship between the budget and rate views of SPU financial conditions; investigating budgetary impacts of operational changes; maintaining complex spreadsheets; and researching expenditure patterns through the use of SFMS downloads of financial data. Another 30% is spent assisting in the development of the SPU budget and CIP, including the mid-biennium reviews; assisting branches and divisions in developing their submittals, reviewing submittals, and preparing recommendations on spending requests for management. Division budgets are all in the multi-million dollar range. These positions also spends 15% monitoring operating budgets and capital improvement projects.

The Class Summary for Senior Finance Analyst states:

Coordinates and leads in the development, preparation, defense and monitoring of division/department operating budgets or capital improvement project budgets or financial management of a multi-department grant or capital program. Conducts financial research and analysis on financial/budgetary impacts and implications, and policy or operational changes. Oversees financial/budgetary reporting and monitoring activities.

The Class Spec also distinguishes the Senior Finance Analyst by two or more of the following: 1) supervision of technical support positions; 2) lead responsibility for preparing a department's or division's operating budget, or department's capital improvement budget; 3) responsibility for conducting a variety of independent financial research and analysis projects of a technically demanding nature.

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:

As a result of the consolidation of SED/SWD, these positions are comparable to two positions that were reclassified to Senior Finance Analyst in the 97/98 Budget process. The SPU Budget Section is now staffed with two Senior Finance Analyst and the three subject positions for a total of five (5) positions. They are all involved in the development of the department's budget, and CIP, including the mid-biennium reviews. As previously noted, these positions assists divisions in developing their submittals, reviewing submittals and preparing recommendations on spending requests for management; giving advice on and providing budget/financial analyses, such as: preparing monthly variance reports of O&M and CIP expenditures; performing analysis of the relationships among accounting (statements of cash flows), rates (quarterly variance report) and budget reports to monitor cash and establish the relationship between the budget and rate views of SPU financial condition; investigating budgetary impacts of operational changes such as productivity projects; maintaining complex financial spreadsheets such as the CIP cash flow; and researching expenditure patterns, etc.

The duties and responsibilities described in the PDQs submitted for this review are consistent with those outlined on Class Specification #2003505/Senior Finance Analyst as well as being comparable to the two positions previously reclassified to the Senior level.

Recommendation:

Based on evaluation of the duties and responsibilities of position's #020556, #023248 and #022191, it is recommended they be reclassified to Senior Finance Analyst. This action should be effective January 1, 1997, to coincide with the expansion of budgeting duties and responsibilities that occurred when the merger/reorg took effect.

CITY OF SEATTLE
PERSONNEL
DIVISION

CLASSIFICATION DETERMINATION REPORT

Date: 7/10/97 **Report No.:** 97-1325

POSITION IDENTIFICATION

Department:	Seattle Public Utilities
Classification Title:	Forest Maintenance Worker asgnd Sr. Forest Mtc. Worker
Ordinance Title:	Forest Maintenance Worker, Senior
Position Number:	011958
Bargaining Unit:	019 Current Salary: $17.53 - $ 18.92 (Range27.5C)

RECOMMENDED ACTION

Classification Title:	Equipment Maintenance Crew Chief
Ordinance Title:	Equipment Maintenance Crew Chief
Bargaining Unit:	009
Legislation Required:	yes Recommended Salary: $21.03 - $22.75 (Range n/a)
Remarks	See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:

Current Standing: Forest Maintenance Worker, Senior

Recommended Standing: Equipment Maintenance Crew Chief

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 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 department management. Because of a reorganization of work, both the responsibility and the number of subordinates has increased, furthermore, a salary compression problem has been created by the reclassification of one subordinate position from Laborer to Senior Grounds Equipment Mechanic. This reclass resulted from a Local 1239 Grievance.

The subject position is located in the Operations Section/Watershed Management Division, at Cedar Falls. This section is responsible for maintaining over 550 miles of logging roads in the North Fork Tolt and Cedar River Watersheds, and maintaining shop, office and grounds at the Cedar Falls Headquarters.

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. 9103007/Forest Maintenance Crew Chief (FMCC);
- Class Specification No. 9103005/ Senior Forest Maintenance Worker (SFMC);
- Class Specification No. 8101506/Equipment Maintenance Crew Chief (EMCC);
- Report 96-889;
- Meeting w/ the Watershed Management Director;
- Review of the organization unit affecting the position;
- and related classification files.

Summary of Work

The primary purpose of this position is to supervise subordinate staff; requisition materials, rental equipment and supplies for all staff at Cedar Falls; process and monitor invoices for B contracts and Direct Vouchers; assist in coordinating maintenance of fleet, vehicles and heavy construction equipment; schedule installation and maintenance of radio equipment; and coordinate proper disposal of hazardous materials.

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:

Analysis:

This review is not a union grievance, but generated by Department management as a classification/salary compression problem caused by the outcome of a grievance filed by Local 1239 on behalf of a subordinate position. The Department also stipulated that this review is also due to an increase in responsibilities and an expansion of duties. Due to expanding programs in the Operations Section at Cedar Falls for road maintenance and improvements, it became necessary to have a position work in the shop repairing small equipment. The reclassified position reports to the subject position.

Review and comparison of the duties and responsibilities of the subject position to the class specifications for the SFMW, FMCC and EMCC was conducted and a short synopsis of the characteristics of each class is as follows:

Senior Forest Maintenance Worker: Participates in a lead capacity in a variety of skilled and semi-skilled work in forest, road and facility maintenance, fire suppression, and reforestation on watershed lands.

Forest Maintenance Crew Chief: Supervises, organizes, directs, plans and inspects the work of forest maintenance crews engaged in the protection and maintenance of watershed lands.

Note: A current Explosive User's Permit issued by the Washington State Department of Labor and Industries is listed under Licensing and other requirements for both of these titles.

Equipment Maintenance Crew Chief: Plans, organizes and directs the activities of a crew in the repair and maintenance of general grounds and facility maintenance equipment. A EMCC supervises the SGEM and the Grounds Equipment Mechanic in the repair of general grounds and facility maintenance equipment such as small gas-powered engines and hand tools, mowers, tractors, refrigerators, pressure washers, pumps or similar equipment. Under examples of work the Class Spec also listed the following: coordinates with other crafts for assistance and schedules jobs accordingly; requisitions materials, supplies and equipment; reviews defective equipment reports and sets priorities for job assignments; and inspects job sites to estimate costs and compiles material lists; locates sources for unusual equipment or parts.

The duties and responsibilities described in the PDQ submitted for this review are most similar to those outlined on Class Specification #8101506/Equipment Maintenance Crew Chief. The subject position is responsible for: ordering supplies for staff at Cedar Falls which includes Watershed Inspectors, office personnel and Forest Maintenance Crews; keeping all purchase records, comparing invoices with each purchase order, making sure invoices are routed for proper payment; renting heavy equipment; coordinating with the Executive Services Department (ESD)maintenance shops for repair of heavy equipment and vehicle fleet; coordinating with ESD communication shop for installation and removal of two way radios and cell phones;

Recommendation:

Based on evaluation of the duties and responsibilities of position #011958 it is recommended this position be reclassified to Equipment Maintenance Crew Chief. This action should be effective May 13, 1996, to coincide with the initial date of Report 96-889. This effective date resolves the salary compression issue that was created when subordinate position #011954 was reclassified to Senior Grounds Equipment Mechanic at a salary higher ($17.88 - 19.29) than subject position #011958 ($17.53 - 18.92).

Note: The subject incumbent's out-of-class assignment has no bearing on the reclassification of this position.

SECTION 2

MEMORANDUM OF UNDERSTANDING

By and Between

THE CITY OF SEATTLE
SEATTLE CITY LIGHT DEPARTMENT

and the

INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS, LOCAL 77

Appliance Repair Services Unit/Journeyworker Assigned to Technical Metering Section

The City of Seattle and Seattle City Light Department (hereinafter referred to as the Employer), and the International Brotherhood Of Electrical Workers, Local 77 (hereinafter referred to as the Union) agree to the following provisions. These agreements will effect phase two of the redeployment of Appliance Services positions provided the jointly recommended redeployment plan is approved for implementation by the Seattle City Council.

1. **Transfer/redeployment of positions:** Nine Appliance Electricians in the Appliance Repair Services Section will be transferred to the Technical Metering Section and their positions reclassified to Meter Electrician. The actual number of employees transferred will depend on the number of employees remaining when the transfer is effected. Initially, these positions will be filled by offering them to Local 77-represented employees in the Appliance Repair Section starting with the most senior employee until the positions are filled or all employees have had the opportunity to be appointed. Seniority for this purpose will be established based on cumulative service credit in Appliance Repair Services in Appliance Electrician/ Dispatcher/Crew Chief titles. However, one of the remaining positions in Appliance Repair Services will need to be filled by an employee who has the necessary EPA class II certification for CFC handling. If the job offer process does not result in an employee remaining in Appliance Repair Services with the necessary certification, the least senior of those employees with the certification will be assigned to remain in Appliance Repair Services.

2. **New job title of Journeyworker assigned Meter (JAM):** All employees appointed to the transferred positions will be appointed to the new job title of Journeyworker assigned Meter at the 100% rate.

   Bidding to headquarters or crews: For this purpose, a Journeyworker Assigned Meter will combine service as an Appliance Electrician/Dispatcher/Crew Chief with service as a Journeyworker Assigned Technical Metering.

3. **Training and subsequent employment opportunities in Technical Metering**
   A. Employees in this title will be trained to perform Technical Metering work, including rotation to the Lab. Stephanie Myers and John Hansen will instruct the Journeyworkers in Meter work by using a task list on which they will then check off an employee's competency in each area of Meter work. Ms. Myers and Mr. Hansen may request additional trainers designated by them and the Employer will make every effort to reasonably support such requests.

During the training period, Journeyworkers will work along with Meter Electricians. After training and as an employee successfully demonstrates performance of job functions, the employee may be assigned field work and will perform it in the same manner as work is assigned to and performed by Meter Electricians, under the direction of a Meter Electrician Crew Chief.

1. Training for Journeyworker Assigned Meter (JAM) shall be on-the-job with the stated purpose of successfully performing the full range of district work of Meter Electricians.

2. The on-the-job training plan for JAM(s) will be developed by John Hanson and Stephanie Myers during the second quarter of 1997.

3. A training criteria will identify a list of specific tasks from the full range of district work of Meter Electricians. This list will be the basis of an on-the-job training plan for JAM(s). The criteria and the on-the-job training plan will be provided to the Labor/Management Subcommittee prior to commencement of training.

4. John Hansen and Stephanie Myers will train JAM(s) and verify their successful performance of the identified job tasks. As JAM(s) successfully demonstrate performance (sign-off by trainer(s)) of these tasks, the tasks will be included in their daily work assignments (see attached Job Tasks).

B. An employee in this title will not be eligible for assignment to an audit crew and will not be eligible to compete for a Meter Electrician Crew Chief position.

C. City Light will schedule written and working exams for Meter Electrician every six months for three consecutive years, or until all JAMs have taken and passed the test, whichever comes first, starting three months from the date that all the designated Appliance Electricians have been transitioned to Journeyworker Assigned Meter. Employees who do not pass the Meter electrician examination shall remain JAMs. An employee in the job title of Journeyworker assigned Meter who successfully passes both the written and working exams for Meter Electrician will be appointed to a Meter Electrician title beginning with the next pay period start date. When appointed as a Meter Electrician, an employee will begin earning service credit in that job title. After such appointment, a Meter Electrician will be eligible to apply and compete for Meter Electrician Crew Chief positions provided they otherwise meet the minimum qualifications..

D. All schooling and training that is offered to Journey Meter Electricians will be offered to all Journeyworkers Assigned Meter.

4. **Work Schedules**: The current hours of work and work schedules available to Journey Meter Electricians will be available to Journeyworkers Assigned Meter. However, for training purposes, the Journeyworkers Assigned Meter will work the same hours/schedule as their trainer.

5. The job titles Electrician, Appliance (100% rate); Crew Chief, Electrician Appliance (112.5%);

and Dispatcher, Electrical Appliance Service (106%) will remain in the contract at the percentage rates currently designated. These will be the job titles and relative pay rates applicable should the Employer begin appliance repair services again with its own employees.

INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS, LOCAL 77

G. David Hutchins 3/19/97
G. David Hutchins Date
Business Representative

THE CITY OF SEATTLE

Sarah Welch 3/19/97
Sarah Welch, Personnel Director Date

Carol Laurich 3/19/97
Carol Laurich, Labor Negotiator II Date

SEATTLE CITY LIGHT

Gary Zarker 3/24/97
Gary Zarker, Superintendent Date

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City of Seattle Executive Services Department
Personnel Division

MEMORANDUM

DATE: July 23, 1997

Salary Report #96-1053 A

TO: Sarah Welch, Personnel Director
VIA: Lidia Santiesteban, Classification/Compensation Director

FROM: Team 2, Classification & Compensation Unit
(Gail Thompson and Irene Ogunyemi)

SUBJECT: Salary Recommendation for the new title of Utility Accounts Supervisor

This report was prepared in conjunction with Classification Report #96-1053 recommending the development of a new title of Utility Accounts Supervisor. The purpose of this salary report is to establish a salary range for the new title.

Background

According to Departmental management Position 012131 has been reassigned a considerable amount of work that was previously handled by the manager. The subject position has also become responsible for assuring the accuracy of accounting entries for the three utilities including coordinating changes to utility credit accounts; preparing accounting figures for three utilities; and reconciling system balances and correcting outages.

Analysis

Based on information received from management and the PDQ, it was determined that Position #012131 is essentially responsible for supervising, directing, reviewing, and evaluating the work of subordinate staff responsible for *auditing accounts* for water, wastewater and solid waste customers who have small commercial and/or residential accounts. Duties include: overseeing all components of the Utility Credit Program for water, drainage, wastewater and solid waste credits; processing payments, returned checks, refunds, transfers, customer account statements, miscellaneous charge summaries, write-offs and distribution of billing system reports.

From this review we determined that the work of the subject position is substantially different from that assigned to positions within the Accounting Technician, Accounts Control/Validation and Combined Utilities Billing Supervisor class series.

The work of the *Accounting Technician Supervisor* class, is described as overseeing the work of subordinates ***performing accounting functions and tasks*** associated with the maintenance and updating of accounts records. Positions assigned to the *Accounts Control/Validation Supervisor* class, plan, organize, instruct, monitor performance and provide problem solving guidance to subordinate employees ***providing billings to utility customers***. Whereas, positions within the *Utility Accounts Supervisor* class oversee the work of subordinates involved in performing ***auditing of customer accounts,*** to insure resolution of billing complaints and inquires.

Internal Salary Comparison

The title of Utility Accounts Supervisor was created in the 1991 Classification Project at Salary Range 28.5A. However, according to our records this title was not legislated in the Classification Project, nor were incumbents formally allocated.

Conclusion and Recommendation

We therefore recommend, based on our review and analysis that the salary for the new title of *Utility Accounts Supervisor* be established at Range 28.5A ($16.88 - 19.25).

I concur with the recommended salary range for the title listed above.

Sarah Welch, Personnel Director — 8/11/97 Date

CCT2.gt

DATE: August 29, 1997

TO: Linda Yuen Leong

FROM: Lidia Santiesteban, Classification/Compensation Director

SUBJECT: Effective Date for Utility Accounts Supervisor Title

The effective date for the creation of the tile Utility Accounts Supervisor at salary Range 28.5A should be December 7, 1995 to coincide with the effective date of Classification Report #95-690 which allocated two positions to this title.

SECTION 3

City of Seattle Executive Services Department
Personnel Division

MEMORANDUM

DATE: July 16, 1997

TO: Sarah Welch, Personnel Director

VIA: Edie Jorgensen, Classification/Compensation Supervisor
Lidia Santiesteban, Classification/Compensation Director

FROM: Team 1, Classification & Compensation Unit
(SharonLee Nicholson, Jimmy Woo, Curt Funk)
CF for SLN CF

SUBJECT: Salary Recommendation for Laboratory Technician I
(Salary Report # 97-1356)

This report recommends the creation of the ordinance title of Laboratory Technician I, at salary range 21.0A. This is a classification project cleanup action; the title and salary should have been created in the context of the Citywide Classification Project, but inadvertently were not. Please refer also to Classification Report #97-1355, which is a companion piece to this salary report, for more information on the subject position that is affected by these actions.

Background

The Classification Project (report 7350004 - Supplement) reclassified Parks Department Position Number 018397 from Bio-Technician (non-represented, salary range 21.0A) to Laboratory Technician I, and adopted a class specification for Laboratory Technician I. This reclassification was on ordinance 117427, effective 1/2/91. However, that ordinance also should have created the ordinance title of Laboratory Technician I and set a salary for it. The ordinance did not do this, however, and there never has been an ordinance title of Laboratory Technician I.

Only one position (a Bio-Technician) was allocated to the Laboratory Technician I class. As mentioned above, an ordinance title of Laboratory Technician I should have also been created at the same time, and a salary set for the title. According to project salary-setting protocols, when a new title was created in the project, the salary for that title was the mode (most frequent occurrence) of the salaries of all positions allocated to the new title. When there is only one position involved, the most frequent occurrence is also the only occurrence, and the salary for the new title should be the same as the salary for the old title. Because only one position (Bio-Technician at range 21.0A) was

allocated to the title of Laboratory Technician I, the salary for Laboratory Technician I should be the same as that for Bio-Technician – range 21.0A.

Because of the incomplete nature of the classification project actions related to the title of Laboratory Technician I, the Parks Department has filled the subject position on an in-lieu-of basis as Bio-Technician (range 21.0A). Thus establishing the ordinance title of Laboratory Technician I, also at 21.0A, will not have any financial impact on any of the position's incumbents since 1/2/91.

Recommendation

Based on the above, we recommend that the ordinance title of Laboratory Technician I be created, at salary range 21.0A. As a classification project action, this should be effective as of the standard project effective date of 1/2/91.

I concur with the recommended salary for the title listed above.

Sarah Welch, Personnel Director

7/28/97
Date

g\cc\team1\salrept\s971356

SECTION 4

City of Seattle Executive Services Department
Personnel Division

MEMORANDUM

DATE: June 10, 1997

TO: Sarah Welch, Personnel Director

VIA: Edie Jorgensen, Classification/Compensation Supervisor
Lidia Santiesteban, Classification/Compensation Director

FROM: Team 1, Classification & Compensation Unit
(Sharon Lee Nicholson, Jimmy Woo, Curt Funk)

SUBJECT: Salary Recommendation for Municipal Government Intern - Int
(Salary Report # 97-1292)

This report was prepared in response to a request from the Executive Services Department (ESD), Personnel Division, Special Employment Programs Unit. ESD is requesting a higher salary rate for the title Municipal Government Intern - Int

Background

Interns are students who perform paid work for the City as part of their education. Interns are temporary workers; thus all intern titles have the suffix "- Int" (intermittent). Intern titles are budget titles but not class titles; there are no class specifications for intermittent-only titles. There are two titles in the Salary Schedule that are used for interns who are college students: The title *Cooperative Intern - Int* is used for student interns who are college undergraduates, and the title *Municipal Government Intern - Int* is used for what is known as "uppergraduates" -- i.e., graduate students in a master's program (although the title is also sometimes used for an undergraduate college senior with work experience).

Both of these intern titles have the same rate of pay -- $12.06 per hour (plus applicable temporary workers' premiums).

Analysis

In a stakeholders' meeting with Class/Comp Team 1, the Manager of the Special Employment Programs presented on behalf of the department the following rationale for an increase in salary for Municipal Government Intern - Int.: Both of the college intern titles pay the same rate. While there is no recruiting difficulty for either title, it is considered that the bodies of work performed by Municipal Government Interns are considerably more complex, and of more service to the City, than those performed by

Cooperative Interns. The pay rate is comparatively low -- the intern rate of $12.06 is 95 cents per hour less than what an intermittent Administrative Specialist I would make. And finally, many students who perform Municipal Government internships have had significant professional work experience in their respective fields, gained after attaining their bachelor's degree and before starting graduate school.

The department proposes a rate of $17.53 per hour as the salary for Municipal Government Intern. This is the bottom step of range 29.5A, which may be considered as an entry or trainee salary level for professional jobs involved in government administration; for example, Budget Analyst Trainee is at range 29.5A.

The review team concurs that the salary for Municipal Government Intern should be greater than that of Cooperative Intern; and that the salary should reflect the real work performed by the Municipal Government Interns, and the experience they bring to the job.

Recommendation

Based on the above, we recommend that the salary for the title Municipal Government Intern - Int be changed to $17.53 per hour. The effective date should be August 6, 1997, as suggested by the Special Employment Programs Manager. This date is at the beginning of a pay period, it is close to the beginning of a school year, and it gives the department sufficient time to notify other departments of the pending increase.

I concur with the recommended salary for the title listed above.

Sarah Welch, Personnel Director

6/20/97
Date

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SECTION 5

CITY OF SEATTLE
EXECUTIVE SERVICES DEPARTMENT
PERSONNEL DIVISION

CLASSIFICATION DETERMINATION REPORT

Date: May 16, 1997 **Report No.:** 97-1239

POSITION IDENTIFICATION

Department: Parks and Recreation

Classification Title: Volunteer Supervisor

Ordinance Title: Volunteer Supervisor

Position Number: 023062 **Current Salary:** $16.27 - 16.88

Bargaining Unit: 030 **Range:** 24.5D

Remarks:

RECOMMENDED ACTION

Classification Title: Volunteer Programs Coordinator

Ordinance Title: Volunteer Programs Coordinator

Bargaining Unit: 030 **Recommended Salary:** $16.57 - 19.29

Legislation Required: Yes **Range:** 28.0A

Remarks See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:

Current Standing: Volunteer Supervisor

Recommended Standing: Volunteer Programs Coordinator

In recommended standing, incumbent status is: No change in status

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

Authority: Personnel Rule N/A

[ ] 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

The purpose of this report is to implement an action that had been clearly been intended by the citywide classificaiton project, but which was inadvertently not implemented.

Upon review of the position file, a draft classification report from the classification project was discovered; this report recommended that the position be reclassified from its current title of Volunteer Supervisor to Volunteer Programs Coordinator, effective 1/2/91 (the standard effective date of the classification project). The class specification of Volunteer Programs Coordinator was created in the classification project, and a number of positions allocated to it. It is clear from the above-mentioned report that the subject position also had been intended for allocation to Volunteer Programs Coordinator, but was overlooked. There is no class specification for the position's current title of Volunteer Supervisor, and this is the only position with the title of Volunteer Supervisor. Discussion with Parks Human Resources and with the current incumbent confirm that the duties of the position are consistent with the class specification of Volunteer Programs Coordinator, and have been since 1/2/91. Accordingly, we recommend that the subject position be reclassified to Volunteer Programs Coordinator effective 1/2/91; and that the existing ordinance title of Volunteer Supervisor be abolished.

SECTION 6

City of Seattle Executive Services Department
Personnel Division

MEMORANDUM

DATE: 07/16/97

TO: Lidia Santiesteban

FROM: Edie Jorgensen

SUBJECT: Correction of error in identifying position number

In doing some research today, I discovered an error which resulted in the incorrect reclassification of a position. The position of Recreation Program Specialist (023591) in the Department of Parks and Recreation, rather than a Principal Systems Analyst (023951) in the Municipal Court was reclassified to Director X.

The MCRC report apparently had the position number transposed, and that position number carried forth into legislation, Ordinance 118561, the First Quarter 1997 Reclassification Ordinance.

Please authorize correction of this error by re-legislation in the Third Quarter Reclassification Ordinance. The legislation action was a clerical error and in no way reflected the action intended in the MCRC Report. I will prepare the appropriate wording to reflect the correcting actions for inclusion in the ordinance.

Recommended:

Edie Jorgensen		Classification/Compensation Supervisor)
Lidia Santiesteban		Classification/Compensation Director
Sarah Welch		Personnel Director

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CITY OF SEATTLE

JUL 18 1997

Personnel Director's Office

SECTION 7

CITY OF SEATTLE
EXECUTIVE SERVICES
DEPARTMENT
PERSONNEL DIVISION

CLASSIFICATION DETERMINATION REPORT

Date: May. 8, 1997 **Report No.:** 96-905A

POSITION IDENTIFICATION

Department: Housing and Human Services

Classification Title: Counselor

CORRECTED REPORT

Ordinance Title: Counselor

Position Number: 022753

Bargaining Unit: 030 **Current Salary:** $16.88 - $19.65 **(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: "Corrected Report".

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 budgeted as a Counselor and being filled in-lieu-of as a Programmer; 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.

SECTION 8

Seattle Public Utilities
MEMORANDUM

Seattle
Public Utilities

DATE: August 13, 1997

TO: Linda Yuen-Young

FROM: Raj Manhas, Branch Executive
Field Operations Branch-SPU

RE: Water Operations Director Position #025408

This is to confirm that the Seattle Public Utilities supports the proposed action to reduce the salary of the Water Operations Director from range 47.OA to 45.5A. The prior incumbent, Barbara Wright vacated the position in April, 1997. We advertised the position at the lower level, and made a job offer within that range. The new Water Operations Director, Judith Cross will report on August 19, 1997

SPU 11

October 22, 1996

PERSONNEL DEPARTMENT
CLASSIFICATION/COMPENSATION ANALYSIS FOR
MANAGEMENT COMPENSATION REVIEW COMMITTEE

Expedited Review for 1997 Budget

POSITION IDENTIFICATION:

Department (1996): WTR

Department (1997): SPU

Position: Water Operations Director (011753) Abrogated

Position Number: 025408 (New) **1997 Budget Log Number:** WTR169

Current Salary Range: 47.0A **Group:** 4

Requested Title: Water Operations Director

Requested Salary: 47.0A

CLASS/COMP RECOMMENDATION: *(See next page for details and analysis.)*

Recommended Title: Director XII

Recommended Salary Range: 45.5A (see recommendation notes) **Group:** 3

Effective Date: 1/1/97

Legislation Required? Yes, position abrogated and created

MCRC APPROVAL:

____MCRC approves as recommended above.

✓ MCRC approves as follows:

Title: Water Operations Director

Salary Range: 47.0A **Group:** 4

Effective date: 1/1/97

Signature of MCRC Representative: [illegible]

Date of MCRC Approval: 11/1/96

BACKGROUND/SOURCE OF REQUEST:

This position is currently in the City's management compensation group of exempt director-level positions, with its salary subject to review and approval by the Management Compensation Review Committee (MCRC). The position is also targeted for inclusion in the Accountability Pay for Executives (APEX) Program, which is scheduled for adoption in early 1997. When adopted, the APEX Program will implement a broad-band pay structure that is quite different from the current pay structure for other City positions (including the current management compensation positions). Pending the adoption of APEX, the MCRC has asked the Classification/Compensation Unit to review a number of management compensation positions which might have their duties and responsibilities changed by the extensive City reorganization in the 1997 Budget, and to recommend, where appropriate, any "current-system" salary changes that should be put into place until APEX is adopted. This position is in that group.

ANALYSIS:

Through 1996, the former position directed the Water Systems Services Division which included Operations Information, Fleet and Warehouse Management and Customer Service. In 1997, this position will have additional responsibilities including the oversight of an $18 million budget, safety and training programs, workload planning, an apprenticeship program and coordination with other governmental agencies, contractors and the public.

Per the SPU Director, the incumbent in this position was given a salary range increase from 45.5A to 47.0A to come to the City. Even at range 47.0A, the incumbent accepted a reduced salary to accept the position over 3 years ago. *The department wishes to keep the position at the current title and salary rate of 47.0A and once the position is vacated, changed back to the requested 45.5 when the present incumbent leaves the position.* Using the current job groupings for the recommendations to MCRC, the present salary range of 47.0A would cause a compression problem with the proposed salary of 48.5A for the new Branch Executive (Field Operations). The Branch Executive's abrogated position was the Dep Supt./Capital Improvements- Water at range 50.5A

RECOMMENDATION:

The review team's proposed recommendation is range 45.5A, Group 5 as shown on the cover page of this report. Based on the request of the Superintendent to keep the current salary of 47.0A for the current incumbent, the Department should request a new review (if 47.0A is continued) when the position becomes vacant.

The review team's mission in this review is to make interim recommendations based on the job groupings of the current system. The recommendation of Group 5 would place this position with other Directors in the City system such as a Fleet Services Director, Customer Relations Director, Facilities Management Director, Facilities Maintenance & Development Director, and Watersheds and Transmission Director.

Submitted by the Classification/Compensation Review Team

Approved:

Lidia Santiesteban 10/30/96 — Lidia Santiesteban, Date, Classification/Compensation Director

Tim Croll 10/30/96 — Tim Croll, Date, Personnel Services Administrator

SECTION 9

City of Seattle

Norman B. Rice, Mayor

Executive Services Department
Dwight D. Dively, Director

July 9, 1997

TO: Lidia Santiesteban, Class/Comp Director

FR: Norma McKinney, Employee Services Director
via Sarah Welch, Personnel Director

RE: Request for Position Exemption

I'm requesting that Position #00025018 be exempted from Civil Service on the basis of the confidential nature of the relationship with the appointing authority regarding citywide employee EEO issues. I agree with your prior recommendation to reclassify this position in the Third Quarter ordinance from Personnel Analyst Supervisor to Manager V. and I consider this exemption of equal import.

This position fully meets the requirements for civil service exemption. It is one of the most highly confidential positions in the entire City of Seattle in that it is charged with doing the most confidential, complex EEO investigations and reporting results to the department director of the department in which a complaint is filed. The position provides support for the Mayor's Affirmative Action Task Force which is chaired by the Deputy Mayor and as such is responsible for conveying the Mayor's Diversity agenda to the Department Heads who sit on this important Task Force. I am happy to provide you with any more details to support your evaluation of this position for inclusion in the next city-wide exemptions ordinance.

APPROVED:

Sarah Welch, Personnel Director

Personnel Division, Dexter Horton Building, 710 Second Avenue, 12th Floor, Seattle, WA 98104-1793
Tel. (206) 684-7664, TDD: (206) 684-7888, FAX: (206) 684-4157, http://www.ci.seattle.wa.us
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ATTACHMENT B

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 3/97
Department: CITY LIGHT

Report Number: 97-1322
Effective Date: 4/22/97

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**	**Civil Engineering Specialist, Associate (Range: N/A)**	$ 24.52	**Civil Engineering Specialist, Assistant III (Range: N/A)**	$ 22.71	$1.81	9	$2,834.46	$3,779.28
Subtotal							**$2,834.46**	**$3,779.28**
Plus 16.56% for Benefits							$469.39	$625.85
Cost Estimate Per Position							**$3,303.85**	**$4,405.13**
Number of Positions							1	1
Total Cost Estimate							**$3,303.85**	**$4,405.13**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 3/97
Department: CITY LIGHT

Report Number: 97-1323
Effective Date: 4/22/97

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**	**Civil Engineering Specialist, Associate (Range: N/A)**	$ 24.52	**Civil Engineering Specialist, Assistant III (Range: N/A)**	$ 22.71	$1.81	9	$2,834.46	$3,779.28
Subtotal							**$2,834.46**	**$3,779.28**
Plus 16.56% for Benefits							$469.39	$625.85
Cost Estimate Per Position							**$3,303.85**	**$4,405.13**
Number of Positions							1	1
Total Cost Estimate							**$3,303.85**	**$4,405.13**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 3/97
Department: CITY LIGHT

Report Number: 97-1326
Effective Date: 6/5/97

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**	**Administrative Specialist II-BU (Range: 22.5B)**	$ 15.66	**Administrative Specialist I-BU (Range: 20.5B)**	$ 14.51	$1.15	7	$1,400.70	$2,401.20
Subtotal							**$1,400.70**	**$2,401.20**
Plus 16.56% for Benefits							$231.96	$397.64
Cost Estimate Per Position							**$1,632.66**	**$2,798.84**
Number of Positions							1	1
Total Cost Estimate							**$1,632.66**	**$2,798.84**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 3/97
Department: CITY LIGHT

Report Number: 97-1332
Effective Date: 5/28/97

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**	**Executive Assistant (Range: 37.5A)**	$ 27.73	**Accounting Technician II-BU (Range: 22.5B)**	$ 15.66	$12.07	8	$16,801.44	$25,202.16
Subtotal							**$16,801.44**	**$25,202.16**
Plus 16.56% for Benefits							$2,782.32	$4,173.48
Cost Estimate Per Position							**$19,583.76**	**$29,375.64**
Number of Positions							1	1
Total Cost Estimate							**$19,583.76**	**$29,375.64**

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COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 3/97
Department: CITY LIGHT

Report Number: 97-1333
Effective Date: 30 days after passage of the Ordinance

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 Staff Assistant (Range: 29.5A)**	$ 20.44	**Accounting Technician II-BU (Range: 22.5B)**	$ 15.66	$4.78	3	$2,495.16	$9,980.64
Subtotal							**$2,495.16**	**$9,980.64**
Plus 16.56% for Benefits							$413.20	$1,652.79
Cost Estimate Per Position							**$2,908.36**	**$11,633.43**
Number of Positions							1	1
Total Cost Estimate							**$2,908.36**	**$11,633.43**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 3/97
Department: CITY LIGHT

Report Number: 97-1335
Effective Date: 30 days after passage of the Ordinance

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 II-BU (Range: 22.5B)**	$ 15.66	**Research and Evaluation Aide (Range: 21.0C)**	$ 14.77	$0.89	3	$464.58	$1,858.32
Subtotal							**$464.58**	**$1,858.32**
Plus 16.56% for Benefits							$76.93	$307.74
Cost Estimate Per Position							**$541.51**	**$2,166.06**
Number of Positions							1	1
Total Cost Estimate							**$541.51**	**$2,166.06**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 3/97
Department: CITY LIGHT

Report Number: 97-1336
Effective Date: 5/28/97

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**	**Planning & Development Specialist II (Range: 34.0A)**	$ 24.26	**Planning & Development Specialist I (Range: 32.0A)**	$ 22.48	$1.78	8	$2,477.76	$3,716.64
Subtotal							**$2,477.76**	**$3,716.64**
Plus 16.56% for Benefits							$410.32	$615.48
Cost Estimate Per Position							**$2,888.08**	**$4,332.12**
Number of Positions							1	1
Total Cost Estimate							**$2,888.08**	**$4,332.12**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 3/97
Department: CITY LIGHT

Report Number: 97-1381
Effective Date: 8/1/97

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**	**Communications Electrician II (Range: N/A)**	$ 25.96	**Power Structures Mechanic Crew Chief (Range: N/A)**	$ 24.04	$1.92	5	$1,670.40	$4,008.96
Current Year Ends **12/31/97**	**Communications Electrician II (Range: N/A)**	$ 25.96	**Power Structures Mechanic (Range: N/A)**	$ 21.37	$4.59	5	$3,993.30	$9,583.92
Subtotal							**$5,663.70**	**$13,592.88**
Plus 16.56% for Benefits							$937.91	$2,250.98
Cost Estimate Per 2 Positions (Pos #013001 & #013676)							**$6,601.61**	**$15,843.86**
Total Cost Estimate							**$6,601.61**	**$15,843.86**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 3/97
Department: Engineering (SPU)

Report Number: 96-678a
Effective Date: 9/7/95-12/31/96 (MSA,Entry)
effective 1/1/97 (MSA)

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**	**Management Systems Analyst (Range: 33.0A)**	$ 23.35	**Systems Analyst, Assistant (Range: N/A)**	$ 20.44	$2.91	12	$6,076.08	$6,076.08
Previous Year: **1996**	**Management Systems Analyst, Entry (Range: 29.5A)**	$ 19.92		$ 19.92	$0.00	12	$0.00	
Previous Year: **1995**	**Management Systems Analyst, Entry (Range: 29.5A)**	$ 19.36		$ 19.36	$0.00	4	$0.00	
Subtotal							**$6,076.08**	**$6,076.08**
Plus 16.56% for Benefits							$1,006.20	$1,006.20
Cost Estimate Per Position							**$7,082.28**	**$7,082.28**
Number of Positions							1	1
Total Cost Estimate							**$7,082.28**	**$7,082.28**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 3/97
Department: Executive (Office of Economic Development)

Report Number: 97-1278
Effective Date: 5/8/97

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**	**Finance Analyst, Senior (Range: 35.5A)**	$ 25.70	**Finance Analyst (Range: 33.0A)**	$ 23.35	$2.35	8	$3,271.20	$4,906.80
Subtotal							**$3,271.20**	**$4,906.80**
Plus 16.56% for Benefits							$541.71	$812.57
Cost Estimate Per Position							**$3,812.91**	**$5,719.37**
Number of Positions							1	1
Total Cost Estimate							**$3,812.91**	**$5,719.37**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 3/97
Department: EXECUTIVE SERVICES

Report Number: 97-1213
Effective Date: 11/27/95

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 1997 Rate
Current Year Ends **12/31/97**	**Management Systems Analyst (Range: 33.0A)**	$ 23.35	**Accountant (Range: N/A)**	$ 19.29	$4.06	12	$8,477.28	$8,477.28
Previous Year: **1996**		$ 22.76		$ 18.80	$3.96	12	$8,268.48	
Previous Year: **1995**		$ 22.12		$ 18.27	$3.85	2	$1,339.80	
Subtotal							**$18,085.56**	**$8,477.28**
Plus 16.56% for Benefits							$2,994.97	$1,403.84
Cost Estimate Per Position							**$21,080.53**	**$9,881.12**
Number of Positions							1	1
Total Cost Estimate							**$21,080.53**	**$9,881.12**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 3/97
Department: Executive Services - Personnel Division

Report Number: 97-1277
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**	**Training Development and Program Coordinator (Range: 31.0A)**	$ 21.67	**Personnel Specialist (Range: 31.0A)**	$ 21.67	$0.00	12	$0.00	$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: 3/97
Department: Executive Services (DAS)

Report Number: 97-1284
Effective Date: 7/1/97

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**	**Finance Analyst, Senior (Range 35.5A)**	$ 25.70	**Finance Analyst-DAS (Range: N/A)**	$ 22.88	$2.82	6	$2,944.08	$5,888.16
Subtotal							**$2,944.08**	**$5,888.16**
Plus 16.56% for Benefits							$487.54	$975.08
Cost Estimate Per Position							**$3,431.62**	**$6,863.24**
Number of Positions							1	1
Total Cost Estimate							**$3,431.62**	**$6,863.24**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 3/97
Department: Executive Services

Report Number: 97-1297
Effective Date: 6/9/97

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 III (Range: 37.5A)**	$ 27.73	**Parking Meter Collection Supervisor (Range: 27.5A)**	$ 18.92	$8.81	7	$10,730.58	$18,395.28
Subtotal							**$10,730.58**	**$18,395.28**
Plus 16.56% for Benefits							$1,776.98	$3,046.26
Cost Estimate Per Position							**$12,507.56**	**$21,441.54**
Number of Positions							1	1
Total Cost Estimate							**$12,507.56**	**$21,441.54**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 3/97
Department: Executive Services

Report Number: 97-1341
Effective Date: 9/6/96

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 Staff Analyst (Range: 33.0A)**	$ 23.35	**Administrative Specialist III (Range: 24.5B)**	$ 16.88	$6.47	12	$13,509.36	$13,509.36
Previous Year: **1996**		$ 22.76		$ 16.45	$6.31	4	$4,391.76	
Subtotal							**$17,901.12**	**$13,509.36**
Plus 16.56% for Benefits							$2,964.43	$2,237.15
Cost Estimate Per Position							**$20,865.55**	**$15,746.51**
Number of Positions							1	1
Total Cost Estimate							**$20,865.55**	**$15,746.51**

HR Bonita request

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 3/97
Department: EXECUTIVE SERVICES

Report Number: 97-1347
Effective Date: 7/7/97

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**	**Management Systems Analyst Supervisor (Range: 40.0A)**	$ 30.39	**Management Systems Analyst, Senior (Range: 37.5A)**	$ 27.73	$2.66	6	$2,777.04	$5,554.08
Subtotal							**$2,777.04**	**$5,554.08**
Plus 16.56% for Benefits							$459.88	$919.76
Cost Estimate Per Position							**$3,236.92**	**$6,473.84**
Number of Positions							1	1
Total Cost Estimate							**$3,236.92**	**$6,473.84**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 3/97
Department: Executive Services

Report Number: 97-1359
Effective Date: 11/1/96

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 1997 Rate
Current Year Ends **12/31/97**	**Manager V (Range: 37.5A)**	$ 28.77	**Personnel Analyst Supervisor (Range: 38.5A)**	$ 27.73	$1.04	12	$2,171.52	$2,171.52
Previous Year: **1996**		$ 28.04		$ 27.03	$1.01	2	$351.48	
Subtotal							**$2,523.00**	**$2,171.52**
Plus 16.56% for Benefits							$417.81	$359.60
Cost Estimate Per Position							**$2,940.81**	**$2,531.12**
Number of Positions							1	1
Total Cost Estimate							**$2,940.81**	**$2,531.12**

EEO
Affirm Action

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 3/97
Department: EXECUTIVE SERVICES (DAS)

Report Number: 97-1365
Effective Date: 7/1/97

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**	**Management Systems Analyst, Senior (Range: 37.5A)**	$ 27.73	**Finance Analyst-DAS (Range: N/A)**	$ 23.90	$3.83	6	$3,998.52	$7,997.04
Subtotal							**$3,998.52**	**$7,997.04**
Plus 16.56% for Benefits							$662.15	$1,324.31
Cost Estimate Per Position							**$4,660.67**	**$9,321.35**
Number of Positions							1	1
Total Cost Estimate							**$4,660.67**	**$9,321.35**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 3/97
Department: HOUSING AND HUMAN SERVICES

Report Number: 97-1287
Effective Date: 5/20/97

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**	**Human Services Coordinator (Range: 28.0A)**	$ 19.29	**Human Services Coordinator, Assistant (Range: 24.5A)**	$ 16.88	$2.41	8	$3,354.72	$5,032.08
Subtotal							**$3,354.72**	**$5,032.08**
Plus 16.56% for Benefits							$555.54	$833.31
Cost Estimate Per Position							**$3,910.26**	**$5,865.39**
Number of Positions							1	1
Total Cost Estimate							**$3,910.26**	**$5,865.39**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 3/97
Department: MUNICIPAL COURT

Report Number: 97-1312
Effective Date: 6/25/97

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**	**Court Clerk (Range: 23.0A)**	$ 15.94	**Administrative Specialist II-MC (Range: 22.5B)**	$ 15.66	$0.28	7	$341.04	$584.64
Subtotal							**$341.04**	**$584.64**
Plus 16.56% for Benefits							$56.48	$96.82
Cost Estimate Per Position							**$397.52**	**$681.46**
Number of Positions							2	2
Total Cost Estimate							**$795.03**	**$1,362.91**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 3/97
Department: PARKS AND RECREATION

Report Number: 97-1355
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 1997 Rate
Current Year Ends **12/31/97**	**Laboratory Technician I (Range: 21.0A)**	$ 14.77	**Laboratory Technician [no Roman numeral]; underfilled as Bio-Technician (Range: 21.0A)**	$ 14.77	$0.00	12	$0.00	$0.00
Previous Year: **1996**		$ 14.40		$ 14.40	$0.00	12	$0.00	
Previous Year: **1995**		$ 13.99		$ 13.99	$0.00	12	$0.00	
Previous Year: **1994**		$ 13.52		$ 13.52	$0.00	12	$0.00	
Previous Year: **1993**		$ 13.20		$ 13.20	$0.00	12	$0.00	
Previous Year: **1992**		$ 12.79		$ 12.79	$0.00	12	$0.00	
Previous Year: **1991**		$ 12.18		$ 12.18	$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: 3/97
Department: PARKS AND RECREATION

Report Number: Grievance Award of the Classification Project Appeals Examiner #92-033
Effective Date: 6/8/92

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 1997 Rate
Current Year Ends **12/31/97**	**Parks Special Events Scheduler (Range: 24.5A)**	$ 16.88	**Administrative Specialist II-BU (Range: 22.5B)**	$ 15.66	$1.22	12	$2,547.36	$2,547.36
Previous Year: **1996**		$ 16.45		$ 15.26	$1.19	12	$2,484.72	
Previous Year: **1995**		$ 15.99		$ 14.55	$1.44	12	$3,006.72	
Previous Year: **1994**		$ 15.45		$ 14.06	$1.39	12	$2,902.32	
Previous Year: **1993**		$ 15.09		$ 13.73	$1.36	12	$2,839.68	
Previous Year: **1992**		$ 14.62		$ 13.30	$1.32	7	$1,607.76	
Subtotal							**$15,388.56**	**$2,547.36**
Plus 16.56% for Benefits							$2,548.35	$421.84
Cost Estimate Per Position							**$17,936.91**	**$2,969.20**
Number of Positions							2	2
Total Cost Estimate							**$35,873.81**	**$5,938.41**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 3/97
Department: SEATTLE CENTER

Report Number: 97-1340
Effective Date: 6/2/97

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**	**Admissions Personnel Dispatcher (Range: 21.0B)**	$ 14.77	**Administrative Support Assistant-BU (Range: 18.0B)**	$ 13.26	$1.51	7	$1,839.18	$3,152.88
Subtotal							**$1,839.18**	**$3,152.88**
Plus 16.56% for Benefits							$304.57	$522.12
Cost Estimate Per Position							**$2,143.75**	**$3,675.00**
Number of Positions							1	1
Total Cost Estimate							**$2,143.75**	**$3,675.00**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 3/97
Department: SEATTLE PUBLIC UTILITIES

Report Number: 97-1279
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**	**Administrative Specialist I-BU (Range: 20.5B)**	$ 14.51	**Administrative Support Assistant-BU (Range: 18.0B)**	$ 13.26	$1.25	12	$2,610.00	$2,610.00
Subtotal							**$2,610.00**	**$2,610.00**
Plus 16.56% for Benefits							$432.22	$432.22
Cost Estimate Per Position							**$3,042.22**	**$3,042.22**
Number of Positions							1	1
Total Cost Estimate							**$3,042.22**	**$3,042.22**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 3/97
Department: SEATTLE PUBLIC UTILITIES

Report Number: 97-1324
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**	**Finance Analyst, Senior (Range: 35.5A)**	$ 25.70	**Finance Analyst (Range: 33.0A)**	$ 23.35	$2.35	12	$4,906.80	$4,906.80
Subtotal							**$4,906.80**	**$4,906.80**
Plus 16.56% for Benefits							$812.57	$812.57
Cost Estimate Per Position							**$5,719.37**	**$5,719.37**
Number of Positions							3	3
Total Cost Estimate							**$17,158.10**	**$17,158.10**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 3/97
Department: SEATTLE PUBLIC UTILITIES

Report Number: 97-1325
Effective Date: 5/13/96

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 1997 Rate
Current Year Ends **12/31/97**	**Equipment Maintenance Crew Chief (Range: N/A)**	$ 22.75	**Forest Maintenance Worker, Senior (Range: 27.5C)**	$ 18.92	$3.83	12	$7,997.04	$7,997.04
Previous Year: **1996**		$ 22.17		$ 18.44	$3.73	8	$5,192.16	
Subtotal							**$13,189.20**	**$7,997.04**
Plus 16.56% for Benefits							$2,184.13	$1,324.31
Cost Estimate Per Position							**$15,373.33**	**$9,321.35**
Number of Positions							1	1
Total Cost Estimate							**$15,373.33**	**$9,321.35**

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 3/97
Department: CITY LIGHT

Report Number: 97-1286
Effective Date: 30 days after passage of the ord

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 II-BU (Range: 22.5B)**	$ 15.66	**Administrative Specialist I-BU (Range: 20.5B)**	$ 14.51	$1.15	3	$600.30	$2,401.20
Subtotal							**$600.30**	**$2,401.20**
Plus 16.56% for Benefits							$99.41	$397.64
Cost Estimate Per Position							**$699.71**	**$2,798.84**
Number of Positions							1	1
Total Cost Estimate							**$699.71**	**$2,798.84**

ATTACHMENT C

Third Quarter 1997 - Non-Project Costing - (Attachment C)

Department: Administrative Services (ESD)

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
				Department Totals:	$0	$25,847	$28,524	$0

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
97-1322	Civil Engineering Specialist, Associate	Civil Engineering Specialist, Assistant III	1	4/22/97	$3,304			$4,405
97-1323	Civil Engineering Specialist, Associate	Civil Engineering Specialist, Assistant III	1	4/22/97	$3,304			$4,405
97-1326	Administrative Specialist II-BU	Administrative Specialist I BU	1	6/5/97	$1,633			$2,799
97-1332	Executive Assistant	Accounting Technician II-BU	1	5/28/97	$19,584			$29,376
97-1333	Administrative Staff Assistant	Accounting Technician II-BU	1	30 days after ord passage	$2,908			$11,633
97-1335	Accounting Technician II-BU	Research and Evaluation Aide	1	30 days after ord passage	$542			$2,166
97-1336	Planning & Development Specialist II	Planning & Development Specialist I	1	5/28/97	$2,888			$4,332
97-1381	Communications Electrician II	1) Power Structures Mechanic Crew Chief 2) Power Structures Mechanic	2	8/1/97	$6,602			$15,844
				Department Totals:	$40,765	$277,926	$123,751	$74,960

Department: Construction & Land Use

Report No.	New 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
				Department Totals:	$0	$6,226	$5,354	$0

Third 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
				Department Totals:	$0	$76,218	$27,818	$0

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
96-678a	1) Mgmt Systems (eff 1/1/97) , 2) Mgmt Systesm Analyst, Entry (9/7/95-12/31/96)	Systems Analyst, Assistant	1	MSA, eff 1/1/97 MSA, Entry 9/7/95-12/31/96	$7,082			$7,082
				Department Totals:	$7,082	$55,242	$27,014	$7,082

Department: Ethics & Elections Commission

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
				Department Totals:	$0	$13,307	$17,742	$0

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
				Department Totals:	$0	$26,752	$26,285	$0

Department: Executive--Office of Economic Development

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
97-1278	Finance Analyst, Senior	Finance Analyst	1	5/8/97	$3,813			$5,719
				Department Totals:	$3,813	$0	$0	$5,719

Third Quarter 1997 - Non-Project Costing - (Attachment C)

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
97-1213	Management Systems Analyst	Accountant	1	11/27/95	$21,081			$9,881
97-1277	Training Development and Program Coord	Personnel Specialist	1	1/1/97	$0			$0
97-1297	Manager III	Parking Meter Collection Supv	1	6/9/97	$12,508			$21,442
97-1341	Administrative Staff Analyst	Administrative Specialist III	1	9/6/97	$20,866			$15,747
97-1347	Management Systems Analyst Supervisor	Management Systems Analyst, Senior	1	7/7/97	$3,237			$6,474
97-1359	Manager V	Personnel Analyst Supervisor	1	11/1/96	$2,941			$2,531
97-1365	Management Systems Analyst, Senior	Finance Analyst-DAS	1	7/1/97	$4,661			$9,321
				Department Totals:	$65,294	$110,893	$108,375	$65,396

Third 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
97-1287	Human Services Coord	Human Services Coord, Assistant	1	5/20/97	$3,910			$5,865
				Department Totals:	$3,910	$43,391	$13,775	$5,865

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
97-1312	Court Clerk	Administrative Specialist III-MC	2	6/25/97	$795			$1,363
				Department Totals:	$795	$136,555	$69,971	$1,363

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
97-1355	Laboratory Technician I	Laboratory Technician	1	1/2/91	$0			$0
92-033	Parks Special Events Scheduler	Administrative Specialist II-BU	2	6/8/92	$35,874			$5,938
				Department Totals:	$35,874	$392,020	$125,851	$5,938

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
				Department Totals:	$0	$25,277	$12,972	$0

Third Quarter 1997 - Non-Project Costing - (Attachment C)

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
97-1340	Admissions Personnel Dispatcher	Administrative Support Assistant-BU	1	6/2/97	$2,144			$3,675
				Department Totals:	$2,144	$28,670	$30,349	$3,675

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
97-1324	Finance Analyst, Senior	Finance Analyst	3	1/1/97	$17,158			$17,158
97-1325	Equipment Maintenance Crew Chief	Forest Maintenance Worker, Senior	1	5/13/96	$15,373			$9,321
				Department Totals:	$32,531	$124,115	$102,706	$26,479

Third Quarter 1997 - Non-Project Costing - (Attachment C)

Department: 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
				Department Totals:	$0	($4,551)	($4,551)	$0

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
				Department Totals:	$0	$9,742	$6,620	$0

ALL DEPARTMENTS (GRAND TOTAL)

	Estimated Cost (Through 12/31/97)	Cost of Previous 1997 Actions	Total Cost of 1997 Actions	12 Months Cost at 1997 Rates
GRAND TOTALS:	$192,208	$1,347,630	$722,556	$196,477

Sarah Welch/Lidia Santiesteban
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September 3, 1997
Version: 1

ORDINANCE _____

AN ORDINANCE establishing titles, retitling, reclassifying, and setting compensation for certain positions in various City departments; creating new titles and salaries in various City departments; creating a new title and salary in various City departments resulting from classification reconsiderations subsequent to the adoption of the 1997 Budget; salary recommendation for an existing title; retitling, reclassifying and fixing compensation for certain position in various City departments pursuant to the Classification Project and provisions of Ordinance #115359 and Resolution #27544; correcting a position number as shown on Ordinance #118561; correcting a title as shown on Ordinance #118561; retitling and setting compensation for certain position in City department 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 position 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, positions in certain City employing units are hereby retitled, or otherwise adjusted, effective as noted in respective Classification Determinations as shown below:

CITY LIGHT

1 position (#018462) of Administrative Specialist I-BU retitled to Administrative Specialist II-BU (Report #97-1286).

1 position (#015811) of Civil Engineering Specialist, Assistant III retitled to Civil Engineering Specialist, Associate (Report #97-1322).

1 position (#017207) of Civil Engineering Specialist, Assistant III retitled to Civil Engineering Specialist, Associate (Report #97-1323).

1 position (#019222) of Administrative Specialist I-BU retitled to Administrative Specialist II-BU (Report #97-1326).

1 position (#020114) of Accounting Technician II-BU retitled to Executive Assistant (Report #97-1332).

1 position (#012605) of Accounting Technician II-BU retitled to Administrative Staff Assistant (Report #97-1333).

1 position (#022932) of Research and Evaluation Aide retitled to Accounting Technician II-BU (Report #97-1335).

1 position (#018300) of Planning and Development Specialist I retitled to Planning and Development Specialist II (Report #97-1336).

2 positions (#013001, #013676) of Power Structures Mechanic Crew Chief and Power Structures Mechanic retitled to Communications Electrician II (Report #97-1381).

ENGINEERING (Seattle Public Utilities)

1 position (#019609) of Systems Analyst, Assistant retitled to Management Systems Analyst, Entry (9/7/97-12/31/96), Management Systems Analyst (effective 1/1/97) (Report #96-678A).

EXECUTIVE (Office of Economic Development)

1 position (#024523) of Finance Analyst retitled to Finance Analyst, Senior (Report #97-1278).

EXECUTIVE SERVICES

1 position (#010689) of Accountant retitled to Management Systems Analyst (Report #971213).

1 position (#024573) of Personnel Specialist retitled to Training Development and Program Coordinator (Report #97-1277).

1 position (#011287) of Finance Analyst-DAS retitled to Finance Analyst, Senior (Report #97-1284).

1 position (#010751) of Parking Meter Collection Supervisor retitled to Manager III (Report #97-1297).

1 position (#025682) of Administrative Specialist III retitled to Administrative Staff Analyst (Report #97-1341).

1 position (#019073) of Management Systems Analyst, Senior retitled to Management Systems Analyst Supervisor (Report #97-1347).

1 position (#025018) of Personnel Analyst Supervisor retitled to Manager V (Report #97-1359).

1 position (#081533) of Finance Analyst - DAS retitled to Management Systems Analyst, Senior (Report #97-1365).

HOUSING AND HUMAN SERVICES

1 position (#021963) of Human Services Coordinator, Assistant retitled to Human Services Coordinator (Report #97-1287).

MUNICIPAL COURT

2 positions (#011442, #019698) of Administrative Specialist II-MC retitled to Court Clerk (Report #97-1312).

PARKS AND RECREATION

1 position (#018397) of Laboratory Technician retitled to Laboratory Technician I (Report #97-1355).

2 positions (#009817, #016422) of Administrative Specialist II-BU retitled to Parks Special Events Scheduler (Grievance Award of the Classification Project Appeals Examiner #92-033, signed by the Personnel Director 10/18/95).

SEATTLE CENTER

1 position (#022618) of Administrative Support Assistant-BU retitled to Admissions Personnel Dispatcher (Report #97-1340).

SEATTLE PUBLIC UTILITIES

1 position (#022940) of Administrative Support Assistant-BU retitled to Administrative Specialist I-BU (Report #97-1279).

3 positions (#020556, #023248, #022191) of Finance Analyst retitled to Finance Analyst, Senior (Report #97-1324).

1 position (#011958) of Forest Maintenance Worker, Senior retitled to Equipment Maintenance Crew Chief (Report #97-1325).

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

Department	Title	Salary Range/Rate
City Light	Journeyworker Assigned Meter	$24.04 hourly rate (Memo of Understanding, effective 3/19/97).

Seattle Public Utilities	Utility Accounts Supervisor	28.5A (Salary Report #96-1053A, effective 12/7/95).

SECTION 3. CLASSIFICATION PROJECT, NEW TITLE AND SALARY. As recommended by the Personnel Director, the following title and salary rate is established for the Classification Project, effective as of January 2, 1991.

Departments	**Title**	**Salary Range/Rate**
Parks and Recreation	Laboratory Technician I	21.0A (Salary Report #97-1356)

SECTION 4. SALARY RECOMMENDATION. As recommended by the Personnel Director, the salary for the following title is hereby changed, as of the effective date of August 6, 1997.

Title	**Old Salary**	**New Salary**
Municipal Government Intern-Intermittent	$12.06 per hour	$17.53 per hour (Salary Report #97-1292)

SECTION 5. CLASSIFICATION PROJECT. As recommended by the Personnel Director in materials attached hereto, the following position in certain City employing unit is hereby retitled, or otherwise adjusted, as noted in the respective Classification Determinations as shown below. As part of the Classification Project, this action is pursuant to provisions of Ordinance #115359 and Resolution #27544.

PARKS AND RECREATION

1 position (#023062) of Volunteer Supervisor retitled to Volunteer Programs Coordinator (Report #97-1239).

SECTION 6. CORRECTIONS TO ORDINANCE #118561

It is hereby confirmed that position #023951 in the Municipal Court is the correct position to be retitled from Principal Systems Analyst to Director X by Ordinance 118561. (Ordinance 118561 inadvertently listed the position number as 023591; that position is a Recreation Program Specialist in the Parks Department, and shall be unaffected by the actions of Ordinance 118561 and this current ordinance.)

SECTION 7. TITLE CORRECTIONS. The following is submitted to correct an incorrect ordinance title shown in Section 1 of Ordinance #118561.

Department	Title/Position Number As Shown (Ord #118561)	Correct Title/ Position Number	Retitled To
Housing and Human Services	Programmer Analyst Position #022753 (Report #96-905)	Counselor Position #022753 (Report #96-905A)	Systems Analyst

SECTION 8. MANAGEMENT COMPENSATION REVIEW COMMITTEE TITLE RECOMMENDATION. As recommended by the Management Compensation Review Committee (MCRC), the following position is hereby reduced back to original review salary range, effective April 4, 1997.

Department	Title/Position Number/ Former Salary Range	New Title/Position Number/ New Salary Range
Seattle Public Utilities	Water Operations Director Position #025408 Salary Range 47.0A (MCRC Report dated 1/6/97, see recommendation notes, page 2)	Director XII Position 025408 Salary Range 45.5A

SECTION 9. 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 G, is hereby amended as follows:

Employing Unit	Titles of Exempt Positions
G. Executive Services	Accounting Services Director
	Administrative Services Director
	Administrative Services Deputy Director
	Administrative Staff Assistant (PosNo. 025346)
	Architectural Services Director
	Building Operations Director
	Classification Director
	Communications and Network Services Director
	Compliance Manager/Deputy Director
	Computer Services Manager
	Contracting Division Director
	Contracting Services Administrator
	Data Processing Applications Director

Debt Management Coordinator
Director I
Director IV
Director VIII
Director X
Director XII
Economist--Dept. of Finance
Emergency Preparedness Administrator
Employee Services Administrator
Employment Services Director
Finance Director
Fleet Services Director
Hearing Examiner, Deputy
Information Systems Director--Administrative Services
Investment Officer
Investment Officer, Assistant
Labor Relations Director
Management Planning and Support Director
Manager V--#025018
Manager VIII--#011162
Municipal Facilities Administrator
PPS Replacement Project Director
Personnel Director
Personnel Services Administrator
Planner, Senior
Planning Director, Assistant
Policy Development Director
Purchasing Manager
Risk Manager
Strategic Technology Planner
System Services Director
Technology Officer, Chief
Telecommunications Director
Treasury Director
Vehicle Maintenance 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 _____ day of _____, 1997, and signed by me in open session in authentication of its passage this _____ day of _____, 1997.

_____
President.....of the City Council

Approved by me this _____ day _____, 1997.

_____
Mayor

Filed by me this _____ day of _____, 1997.

_____
City Clerk

(SEAL)

Third Quarter 1997 - Non-Project Costing - (Attachment C)

Department: Administrative Services (ESD)

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
				Department Totals:	$0	$25,847	$28,524	$0

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
97-1286	Administrative Specialist II-BU	Administrative Specialist I BU	1	30 days after ord passage	$700			$2,799
97-1322	Civil Engineering Specialist, Associate	Civil Engineering Specialist, Assistant III	1	4/22/97	$3,304			$4,405
97-1323	Civil Engineering Specialist, Associate	Civil Engineering Specialist, Assistant III	1	4/22/97	$3,304			$4,405
97-1326	Administrative Specialist II-BU	Administrative Specialist I BU	1	6/5/97	$1,633			$2,799
97-1332	Executive Assistant	Accounting Technician II-BU	1	5/28/97	$19,584			$29,376
97-1333	Administrative Staff Assistant	Accounting Technician II-BU	1	30 days after ord passage	$2,908			$11,633
97-1335	Accounting Technician II-BU	Research and Evaluation Aide	1	30 days after ord passage	$542			$2,166
97-1336	Planning & Development Specialist II	Planning & Development Specialist I	1	5/28/97	$2,888			$4,332
97-1381	Communications Electrician II	1) Power Structures Mechanic Crew Chief 2) Power Structures Mechanic	2	8/1/97	$6,602			$15,844
				Department Totals:	$41,465	$277,926	$123,751	$77,759

Department: Construction & Land Use

Report No.	New 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
				Department Totals:	$0	$6,226	$5,354	$0

Third 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
				Department Totals:	$0	$76,218	$27,818	$0

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
96-678a	1) Mgmt Systems (eff 1/1/97) , 2) Mgmt Systesm Analyst, Entry (9/7/95-12/31/96)	Systems Analyst, Assistant	1	MSA, eff 1/1/97 MSA, Entry 9/7/95-12/31/96	$7,082			$7,082
				Department Totals:	$7,082	$55,242	$27,014	$7,082

Department: Ethics & Elections Commission

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
				Department Totals:	$0	$13,307	$17,742	$0

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
				Department Totals:	$0	$26,752	$26,285	$0

Department: Executive--Office of Economic Development

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
97-1278	Finance Analyst, Senior	Finance Analyst	1	5/8/97	$3,813			$5,719
				Department Totals:	$3,813	$0	$0	$5,719

Third Quarter 1997 - Non-Project Costing - (Attachment C)

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
97-1213	Management Systems Analyst	Accountant	1	11/27/95	$21,081			$9,881
97-1277	Training Development and Program Coord	Personnel Specialist	1	1/1/97	$0			$0
97-1284	Finance Analyst, Senior	Finance Analyst-DAS	1	7/1/97	$3,432			$6,863
97-1297	Manager III	Parking Meter Collection Supv	1	6/9/97	$12,508			$21,442
97-1341	Administrative Staff Analyst	Administrative Specialist III	1	9/6/97	$20,866			$15,747
97-1347	Management Systems Analyst Supervisor	Management Systems Analyst, Senior	1	7/7/97	$3,237			$6,474
97-1359	Manager V	Personnel Analyst Supervisor	1	11/1/96	$2,941			$2,531
97-1365	Management Systems Analyst, Senior	Finance Analyst-DAS	1	7/1/97	$4,661			$9,321
			Department Totals:		$68,726	$110,893	$108,375	$72,259

Third 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
97-1287	Human Services Coord	Human Services Coord, Assistant	1	5/20/97	$3,910			$5,865
				Department Totals:	$3,910	$43,391	$13,775	$5,865

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
97-1312	Court Clerk	Administrative Specialist III-MC	2	6/25/97	$795			$1,363
				Department Totals:	$795	$136,555	$69,971	$1,363

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
97-1355	Laboratory Technician I	Laboratory Technician	1	1/2/91	$0			$0
92-033	Parks Special Events Scheduler	Administrative Specialist II-BU	2	6/8/92	$35,874			$5,938
				Department Totals:	$35,874	$392,020	$125,851	$5,938

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
				Department Totals:	$0	$25,277	$12,972	$0

Third Quarter 1997 - Non-Project Costing - (Attachment C)

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
97-1340	Admissions Personnel Dispatcher	Administrative Support Assistant-BU	1	6/2/97	$2,144			$3,675
				Department Totals:	$2,144	$28,670	$30,349	$3,675

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
97-1279	Administrative Specialist I-BU	Administrative Support Assistant-BU	1	1/1/97	$3,042			$3,042
97-1324	Finance Analyst, Senior	Finance Analyst	3	1/1/97	$17,158			$17,158
97-1325	Equipment Maintenance Crew Chief	Forest Maintenance Worker, Senior	1	5/13/96	$15,373			$9,321
				Department Totals:	$35,573	$124,115	$102,706	$29,521

Third Quarter 1997 - Non-Project Costing - (Attachment C)

Department: 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
				Department Totals:	$0	($4,551)	($4,551)	$0

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
				Department Totals:	$0	$9,742	$6,620	$0

ALL DEPARTMENTS (GRAND TOTAL)

	Estimated Cost (Through 12/31/97)	Cost of Previous 1997 Actions	Total Cost of 1997 Actions	12 Months Cost at 1997 Rates
GRAND TOTALS:	$199,382	$1,347,630	$722,556	$209,181

From: Linda Yuen-Leong (Linda Yuen-Leong)
To: Sea-Leg.CLERK.JPIPPIN, SEA-LEG.Council & Central S...
Date: 10/6/97 2:43pm
Subject: **3rd Quarter Class/Comp Ordinance** -Reply -Reply

Judith, Thanks for your quick response and your invaluable advise. Your expertise is appreciated.

Matt, I'll hand deliver the replacement pages to you this afternoon of the following: 1) 3rd Qtr Ord {7 pages}; 2) Attachment C of 'Non-Project Costing' summary {6 pages}; and, 3) a replacement disc with the electronic revised file for City Clerk's office.

Please pull the 3 costing sheets from 'Attachment B': 1) City Light/Report #97-1286; 2) Executive Services Dept/Report #97-1284; and, 3) Seattle Public Utilities/Report #97-1279.

Thank you! Sorry for the inconvenience and extra work this has caused. Please call me if you have any questions.

Again, both of your assistance is greatly appreciated.
Linda, ESD Personnel Class/Comp, 4-7970.

>>> Judith Pippin 10/06/97 01:31pm >>>
Linda, the ordinance can be amended in committee. You can provide Matt with replacement pages for the affected text, the committee will entertain a motion to amend the referred ordinance, it will pass, Matt will draw a line through the old pages and place them face down in the back of the jacket (under the ordinance), and insert the new pages with amended language.

Matt will write on the jacket "passed as amended" so that when we prepare the full council agenda we can list that as the committees report.

Please call me if there are other questions. JP

>>> Linda Yuen-Leong (Linda Yuen-Leong) 10/06/97 11:14am >>>
The 3rd Qtr Ord has been on the Personnel, Organization and Performance Committee (POPC) for the 10/1/97 meeting for discussion, and they will vote on it in their next POPC meeting on the 10/15/97.

There are 3 items on the 3rd Qtr Ord that had been legislated on the 2nd Qtr Ord #118686 which we were inadvertently listed again on the 3rd Qtr Ord. Councilmember Chong, Matt, and the POPC are aware of these mistakes. Matt referred us to check with you if we can simply amend (corrected replacement pages) these mistakes out of the current ord and provide you with replacement pages or do we need to redo it entirely for the 10/15 POPC meeting?

Your advice is appreciated. Please let me know ASAP when I can bring over to You or Matt the corrected replacement pages. Thank you!

Linda, ESD Personnel Class/Comp, 4-7970

CC: SANTIEL, JORGENE

COUNCIL BILLS FOR INTRODUCTION AND REFERRAL

Monday, October 20, 1997

all are singular - per Linda Leong

ITEM NO.	C.B. NO.	DESCRIPTION	COMMITTEE REFERRAL
	BY CHOW:		
10.	C.B. 111929	Relating to Sand Point, authorizing a lease of land and transfer of buildings to the Sand Point Community Housing Association conditioned upon the City's receipt of the property from the United States, and authorizing related agreements.	**Health, Housing, Human Services, Education & Librarie**
	BY CHONG:		
11.	C.B. 111930	Establishing titles, retitling, reclassifying, and setting compensation for certain positions in various City departments; creating new titles and salaries in various City departments; creating a new title and salary in various City departments resulting from classification reconsiderations subsequent to the adoption of the 1997 Budget; salary recommendation for an existing title; retitling, reclassifying and fixing compensation for certain position in various City departments pursuant to the Classification Project and provisions of Ordinance #115359 and Resolution #27544; correcting a position number as shown on Ordinance #118561; correcting a title as shown on Ordinance #118561; retitling and setting compensation for certain position in City department 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 position from the classified services; and providing payment therefor.	**Personnel, Organization & Performance**
	RE-REFERRAL:		
	BY DRAGO:		
12.	C.B. 111918	Relating to animal licensing; suspending the late renewal fee for animal licenses during a period of amnesty; eliminating, for a period of amnesty and under certain conditions, the penalty for failure to obtain dog, cat or potbelly pig licenses; and amending Seattle Municipal Code sections 9.25.100 and 9.26.020 in connection therewith.	**Health, Housing, Human Services, Education & Librarie**

Should be plural?

plural? ? ?

Parks

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:

Charlie Thong

FOR CITY COUNCIL PRESIDENT USE ONLY

COMMITTEE(S) REFERRED TO:

PRESIDENT'S SIGNATURE

C.S. 20.28

97-245

City of Seattle

Norman B. Rice, Mayor

Executive Department - Office of Management and Planning
Judy Bunnell, Director
September 3, 1997

Approved as to form
Judy Bunnell 9-9-97

The Honorable Mark Sidran
City Attorney
City of Seattle

COPY RECEIVED
97 SEP -3 AM 10: 08
SEATTLE CITY ATTORNEY

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 positions in various City departments; creating new titles and salaries in various City departments; creating a new title and salary in various City departments resulting from classification reconsiderations subsequent to the adoption of the 1997 Budget; salary recommendation for an existing title; retitling, reclassifying and fixing compensation for certain position in various City departments pursuant to the Classification Project and provisions of Ordinance #115359 and Resolution #27544; correcting a position number as shown on Ordinance #118561; correcting a title as shown on Ordinance #118561; retitling and setting compensation for certain position in City department 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 position 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 Monica Power at 684-8076.

Sincerely,

Norman B. Rice
Mayor

by
Monica Power for

JUDY BUNNELL
Director

h:\admin\legis\lawrns\power25

Enclosure

Seattle Municipal Building, 600 Fourth Avenue, Seattle, WA 98104-1826
Tel: (206) 684-8080, TDD (206) 684-8118, FAX: (206) 233-0085
An equal employment opportunity, affirmative action employer. Accommodations for people with disabilities provided on request.

City of Seattle

TITLE ONLY PUBLICATION

The full text of the following ordinances, passed by the City Council on October 27, 1997, and published here by title only, will be mailed, at no cost, upon request for two months after this publication. For further information, contact the Seattle City Clerk at 684-8344.

ORDINANCE NO. 118766

AN ORDINANCE establishing titles, retitling, reclassifying, and setting compensation for certain positions in various City departments; creating new titles and salaries in various City departments; creating a new title and salary in various City departments resulting from classification reconsiderations subsequent to the adoption of the 1997 Budget; salary recommendation for an existing title; retitling, reclassifying and fixing compensation for certain position in various City departments pursuant to the Classification Project and provisions of Ordinance #115359 and Resolution #27544; correcting a position number as shown on Ordinance #118561; correcting a title as shown on Ordinance #118561; retitling and setting compensation for certain position in City department 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 position from the classified services; and providing payment therefor.

ORDINANCE NO. 118767

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

ORDINANCE NO. 118768

AN ORDINANCE relating to the Department of Parks and Recreation; authorizing the Superintendent of Parks and Recreation to accept a donation to The City of Seattle of certain real property located in the Puget Creek Natural Area, being a portion of Lot 7, Block 20, Homecroft Addition, in King County, Washington, from Fred T. and Virginia M. Kammeyer, husband and wife, to accept and record the deed, and to pay certain costs in connection with the donation; and placing the property under the jurisdiction of the Department of Parks and Recreation for open space, park and recreation purposes.

Publication ordered by JUDITH PIPPIN, City Clerk.

Date of official publication in Daily Journal of Commerce, Seattle, November 13, 1997. 11/13(86772)

'ATE OF WASHINGTON - KING COUNTY

—ss.

e, City Clerk _____ No. ORDINANC IN

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:118766-118768

was published on

11/13/97

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

R. Paterson

Subscribed and sworn to before me on

11/13/97

Notary Public for the State of Washington, residing in Seattle