

Ordinance No. 119167

Council Bill No. 112340

The City of Seattle
Council Bill/Ordinance

AN ORDINANCE establishing titles, reallocating, reclassifying, redesignating, retitling, and setting compensation for certain positions in various City departments; creating a new salary in the Fire Department; establishing a new position; correcting a position number as shown on Ordinance #118850; amending S.M.C. 4.13.010 by a 2/3 vote of the Council to exempt an additional position from the classified service and to delete certain positions from the Exemptions Ordinance; and providing payment therefor.

3rd Quarter

CF No. _____

Date Introduced: <u>SEP 14 1998</u>	
Date 1st Referred:	To: (committee) <u>Finance & Budget Committee</u>
Date Re- Referred: <u>SEP 14 1998</u>	To: (committee)
Date Re - Referred:	To: (committee)
Date of Final Passage: <u>9-21-98</u>	Full Council Vote: <u>8-0</u>
Date Presented to Mayor: <u>9-21-98</u>	Date Approved: <u>SEP 21 1998</u>
Date Returned to City Clerk: <u>SEP 22 1998</u>	Date Published: <u>bkk</u> T.O. <input checked="" type="checkbox"/> F.T. <input type="checkbox"/>
Date Vetoes by Mayor:	Date Veto Published:
Date Passed Over Veto:	Veto Sustained:

9-21-98 FULL
Council

This file is complete and ready

Law Department

Law Dept. Review

The City of Seattle - Legislative Department

Council Bill/Ordinance sponsored by: CHOE
Councilmember

arta

Committee Action:

passed *M. Shea*

9-21-98 Full Council Action: Passed 8-0
(Excused: Pageler)

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

Law Department



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

ORDINANCE 119167

1 **AN ORDINANCE** establishing titles, reallocating, reclassifying, redesignating,
2 **retitling, and setting compensation for certain positions in various City**
3 **departments; creating a new salary in the Fire Department; establishing a new**
4 **position; correcting a position number as shown on Ordinance #118850;**
5 **amending S.M.C. 4.13.010 by a 2/3 vote of the Council to exempt an additional**
6 **position from the classified service and to delete certain positions from the**
7 **Exemptions Ordinance; and providing payment therefor.**

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

9 **SECTION 1. REALLOCATING, RECLASSIFYING, REDESIGNATING AND**
10 **RETITLING OF POSITIONS.** As recommended by the Personnel Director in
11 Classification Determinations specified and attached hereto, positions in certain City
12 employing units are hereby reallocated, reclassified, redesignated and retitled, or
13 otherwise adjusted, effective as noted in respective Classification Determinations as
14 shown below:

15 **CITY LIGHT**

16 1 position (#013188) of Assistant Systems Analyst reallocated to Systems
17 Programmer Analyst (Report #98-1671A).

18 1 position (#023865) of Public Information Specialist, Senior retitled to Public
19 Relations Specialist, Senior (Report #98-1752).

20 1 position (#020476) of Data Processing Systems Analyst retitled to Systems
21 Analyst (Report #98-1882).

22 1 position (#018458) of Assistant Systems Analyst retitled to Systems
23 Programmer Analyst (Report #98-1885).

24 1 position (#012882) of Electrical Engineer, Associate reallocated to Electrical
25 Engineer, Senior (Report #98-1969).

26 1 position (#019603) of Energy Planning Analyst retitled to Energy Planning
27 Supervisor (Report #98-1978).

28 1 position (#018328) of Energy Conversation Representative, Senior-BU
29 reallocated to Energy Management Analyst, Assistant (Report #98-1980).

30 1 position (#022932) of Accounting Technician II-BU reallocated to Public
Relations Specialist (Report #98-2082).

1 position (#014158) of Personnel Manager reallocated to General Government
1 Manager 2 (Report #98-2216).

2 1 position (#012855) of Civil Engineer, Associate reallocated to Civil Engineer,
3 Senior (Report #98-2218).

4 **CIVIL RIGHTS**

5 1 position (#010971) of Systems Analyst, Assistant retitled to Systems
6 Programmer Analyst (Report #98-1812).

7 **CIVIL SERVICE COMMISSION**

8 1 position (#025515) of Executive Director redesignated Strategic Advisor 2,
9 Exempt (Report #98-1937).

10 1 position (#025687) of Administrative Specialist II reclassified to Administrative
11 Staff Assistant (Report #98-1936).

12 **EXECUTIVE SERVICES**

13 1 position (#025769) of Accounting Technician I reclassified to Accounting
14 Technician II (Report #97-1459A).

15 1 position (#025770) of Accounting Technician I reclassified to Accounting
16 Technician II (Report #97-1460A).

17 1 position (#018190) of Systems Analyst, Assistant retitled to Systems
18 Programmer Analyst (Report #98-1884).

19 1 position (#024064) of Personnel Analyst, Assistant reallocated to Personnel
20 Analyst (Report #98-2068).

21 **FIRE**

22 1 position (#025190) of Administrative Specialist I-BU reclassified to
23 Administrative Specialist III-BU (Report #97-1559A).

24 1 position (#023507) of Public Information Specialist, Senior retitled to Public
25 Relations Specialist, Senior (Report #98-1754).

26 **PARKS AND RECREATION**

27 1 position (#010227) of Administrative Secretary redesignated Administrative
28 Staff Assistant (Report #98-2104).

29 1 position (#009824) of Planner, Senior reallocated to General Government
30 Manager 2 (Report #98-2105).

POLICE

1 1 position (#018570) of Administrative Specialist I-BU reclassified to
2 Administrative Specialist II-BU (Report #97-1598A).

3 1 position (#006048) of Police Officer reallocated to Administrative Staff
4 Assistant (Report #98-1658).

5 1 position (#021505) of Programmer Analyst retitled to Systems Programmer
6 Analyst (Report #98-1875).

7 1 position (#025085) of Data Processing Systems Analyst retitled to Systems
8 Analyst (Report #98-1923).

9 1 position (005000) of Finance, Budget and Accounting Manager 1 reclassified
10 to Finance, Budget and Accounting Manager 2 (Report #98-2043).

11 **SEATTLE CENTER**

12 1 position (#016288) of Administrative Specialist I reclassified to Management
13 Systems Analyst, Entry (Report #98-1678).

14 **SEATTLE PUBLIC UTILITIES**

15 1 position (011856) of Water Service Inspector, Senior reallocated to Capital
16 Projects Coordinator (Report #97-1618A).

17 1 position (#008675) of Civil Engineering Specialist, Assistant III reclassified to
18 Civil Engineering Specialist, Associate (Report #98-1629).

19 1 position (#008709) of Civil Engineering Specialist, Assistant III reclassified to
20 Civil Engineering Specialist, Associate (Report #98-1631).

21 1 position (#023595) of Field Engineering Specialist, Assistant III retitled to Civil
22 Engineering Specialist, Assistant III (Report #98-1746).

23 1 position (#008800) of Field Engineering Specialist, Associate retitled to Civil
24 Engineering Specialist, Associate (Report #98-1749).

25 1 position (#024202) of Public Information Supervisor retitled to Public Relations
26 Supervisor (Report #98-1750).

27 1 position (#022302) of Public Information Specialist, Senior retitled to Public
28 Relations Specialist, Senior (Report #98-1753).

29 1 position (#021935) of Director XII redesignated Executive 2 (C/C Log #98-
30 1810).

1 position (#023596) of Field Engineering Specialist, Assistant III retitled to Civil Engineering Specialist, Assistant III (Report #98-1887).

1 position (#023091) of Data Processing Systems Analyst, Senior retitled to Systems Analyst, Senior (Report #98-1889).

1 position (#016785) of Civil Engineer, Assistant III reallocated to Civil Engineer, Associate (Report #98-1890).

TRANSPORTATION

1 position (#007835) of Truck Driver reallocated to Heavy Truck Driver (Report #98-1704).

1 position (#021634) of Field Engineering Specialist, Assistant III retitled to Civil Engineering Specialist, Assistant III (Report #98-1747).

1 position (#008738) of Field Engineering Specialist, Assistant III retitled to Civil Engineering Specialist, Assistant III (Report #98-1760).

3 positions (#008758, #022967, #008606) of Data Processing Systems Analyst, Senior retitled to Systems Analyst, Senior (Report #98-1874).

1 position (#008090) of Engineering and Plans Review Manager 2 reallocated to Information Technology Manager 3 (Report #98-2113).

SECTION 2. NEW SALARY RATE. As recommended by the Personnel Director, the following salary rate is established, effective as of the date shown in respective reports, letters, or memoranda of understanding/agreement.

<u>Department</u>	<u>Title</u>	<u>New Salary Rate (1997)</u>
Fire	Fire Fighter Pre-Recruit	\$15.90/hourly Effective June 24, 1998 (Salary Report #98-1855)

SECTION 3. ESTABLISHING A NEW POSITION. Pursuant to an agreement among the Parks and Recreation Department, the Executive Services Department, and the Executive Department - Office of Intergovernmental Relations, as referenced in a joint memorandum dated March 6, 1998, there is hereby created in the Office of Intergovernmental Relations one new position (#026245) of Strategic Advisor 1, Exempt.

1 **SECTION 4. POSITION NUMBER CORRECTION.** The following is submitted
2 to correct a position number as shown in Ordinance #118850, Section 1.A.:

<u>Department</u>	<u>Title and Position # as shown</u>	<u>Correct Title and Position #</u>
Legislative	Central Staff Director, Legislative Position #00010401	Executive Manager-Legislative Position #010388

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6 **SECTION 5. EXEMPT POSITIONS.** As recommended by the Personnel
7 Director in response to requests from customer departments to render certain positions
8 of employment exempt from the classified service, S.M.C. 4.13.010 (known as the
9 Exemptions Ordinance), Subsections D and O, are hereby amended as follows:

<u>Employing Unit</u>	<u>Titles of Exempt Positions</u>
D. Civil Service Commission	((Executive Director—Civil Service Commission)) <u>Administrative Staff Assistant (PosNo. 025687)</u>
O. Parks and Recreation	<u>Administrative Staff Assistant (PosNo. 010227)</u> ((Major Projects and Planning Director—Parks))

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16 **SECTION 6.** The heads of respective departments affected by this ordinance
17 are hereby authorized to use unexpended and unencumbered funds accumulating in
18 their respective 1998 Budgets to pay the compensation authorized herein.

19
20 **SECTION 7.** The heads of respective departments are authorized to fill such
21 positions subject to civil service and personnel rules and laws.

22
23 **SECTION 8.** Any act consistent with the authority and prior to the effective date
24 of this ordinance is hereby ratified and confirmed.

25
26 **SECTION 9.** This ordinance shall take effect and be in force thirty (30) days
27 from and after its approval by the Mayor, but if not approved and returned by the Mayor
28 within ten (10) days after presentation, it shall take effect as provided by Municipal
29 Code Section 1.04.020.
30

1 PASSED by a two-thirds (2/3's) vote of the members of the City Council the
2 21st day of September, 1998, and signed by me in open session in
3 authentication of its passage this 21st day of September, 1998.

4 [Signature]
5 President.....of the City Council

6 Approved by me this 21st day of September, 1998.

7 [Signature]
8 Acting Mayor

9 Filed by me this 22 day of September, 1998.

10 [Signature]
11 City Clerk

12 (SEAL)

1 **SECTION 4. POSITION NUMBER CORRECTION.** The following is submitted
2 to correct a position number as shown in Ordinance #118850, Section 1.A.:

<u>Department</u>	<u>Title and Position # as shown</u>	<u>Correct Title and Position #</u>
Legislative	Central Staff Director, Legislative Position #00010401	Executive Manager-Legislative Position #010388

3
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<u>Employing Unit</u>	<u>Titles of Exempt Positions</u>
D. Civil Service Commission	((Executive Director—Civil Service Commission))
O. Parks and Recreation	<u>Administrative Staff Assistant (PosNo. 010227)</u> ((Major Projects and Planning Director—Parks))

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20 positions subject to civil service and personnel rules and laws.

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26 from and after its approval by the Mayor, but if not approved and returned by the Mayor
27 within ten (10) days after presentation, it shall take effect as provided by Municipal
28 Code Section 1.04.020.



City of Seattle

Paul Schell, Mayor

Executive Services Department

Dwight D. Dively, Director

Approved as to form only
Dwight Dively

9/9/98

MEMORANDUM

DATE: August 19, 1998

TO: Honorable Sue Donaldson, President
Seattle City Council

Attn: Barbara Gangwer
City Budget Office

FROM: 
Dwight Dively, Director
Executive Services Department


Norma McKinney
Personnel Director

SUBJECT: Proposed Legislation - Third Quarter 1998 Reclassification Ordinance

The attached ordinance will implement proposed position, title, classification, and salary changes recommended by the Personnel Director during the Third Quarter of 1998.

Section 1 includes positions recommended for reallocation, reclassification, redesignation and retitling. *Section 2* recommends a new salary rate in the Fire Department. *Section 3* establishes a new position for the Executive Department-Office of Intergovernmental Relations. *Section 4* corrects a position number as shown in Ordinance #118850, Section 1.A. *Section 5* amends the Exemptions Ordinance #118786, by adding a new title and eliminating a couple of obsolete titles.

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 year.

Honorable Sue Donaldson, President
Seattle City Council
August 19, 1998
Page 2

- For regular positions 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.
- For Accountability Pay for Executives (APEX), Managers and Strategic Advisors titles, cost comparison is made to the range midpoint.
- 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 1998 matching contribution rates for FICA is 6.2 percent and 1.45 percent for Medicare.

Attachment C displays the summary of classification requests acted upon and the estimated increased or decreased cost of each change from the effective date through the end of 1998, as well as departmental and Citywide total cost estimates. Consistent with past practice, Classification Project actions are not included in the costing calculations.

Attachment D separately identifies special or unusual costs attributed to Information Technology impacts or other identified sources. These costs are already included in the summary of *Attachment C* and do not represent additional costs. Please note that report #98-1978 (Civil Service Commission) estimates full cost of this action; however, the incumbent was paid out of class for all hours worked from 11/3/93 to present. Thus, the actual dollars payable will be limited to only hours NOT worked (sick leave, holidays, vacation) and would likely be less than 25% of this standard estimate.

If you have any questions or need additional information regarding this ordinance, please contact Lidia Santiesteban, Classification/Compensation Director, at 386-9081. Thank you.

DD/NM:isl

Attachment: Third Quarter 1998 Reclassification Ordinance

c: Councilmember Martha Choe, Chair
Finance and Budget Committee, Legislative Department
ESD Personnel Division Administrators

Fiscal Note

Each piece of legislation that is financial in nature will be accompanied by a fiscal note. The fiscal note should be drafted by department staff and will identify operating, capital, revenue, and FTE impacts of the legislation.

Department: ESD, Personnel Division, Class/Comp Unit	Contact Person/Phone: Linda Yuen Leong/684-7970 Lidia Santiesteban/386-9081	CBO Analyst/Phone: Barbara Gangwer/615-0768
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Legislation Title: AN ORDINANCE establishing titles, reallocating, reclassifying, redesignating, retitling, and setting compensation for certain positions in various City departments; creating a new salary in the Fire department; establishing a new position; correcting a position number as shown on Ordinance #118850; amending S.M.C. 4.13.010 by a 2/3 vote of the Council to exempt an additional position from the classified service and to delete certain positions from the Exemptions Ordinance; and providing payment therefor.

Summary of the Legislation: *Section 1* includes positions recommended for reallocation, reclassification, redesignation and retitling. *Section 2* recommends a new salary rate in the Fire Department. *Section 3* establishes a new position for the Executive Department-Office of Intergovernmental Relations. *Section 4* corrects a position number as shown in Ordinance #118850, Section 1.A. *Section 5* amends the Exemptions Ordinance #118786, by adding a new title and eliminating a couple of obsolete titles.

Background (Included justification for the legislation and funding history, if applicable): See Attachment A, Sections 1 through 5: individual classification determination reports and memorandum.

Sustainability Issues (related to grant awards): None

Estimated Expenditure Impacts: See Attachment C.

One-time \$264,115, an estimated cost through 12/31/98.
On-going \$155,469, annual on-going (12 months) cost at 1998 rates.

Estimated Revenue Impacts: None.

Estimated FTE Impacts: One.

Do positions sunset in the future? If so, when? No.

Other Issues (including long-term implications of the legislation): See Attachment A, Sections 1 through 5 and the Attachment C (Third Quarter 1998 - Non-Project Costing by departments.

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

ATTACHMENT A



CLASSIFICATION DETERMINATION REPORT

Date: July 17, 1998		Report No.: 98-1671A
POSITION IDENTIFICATION		
Department:	City Light	
Classification Title:	Unclassified	
Ordinance Title:	Assistant Systems Analyst	
Position Number:	013188	
Bargaining Unit:	034	Current Salary: \$17.53 - 20.44 (Range: N/A)
RECOMMENDED ACTION		
Classification Title:	Systems Programmer Analyst	
Ordinance Title:	Systems Programmer Analyst	
Legislation Required:	Yes	
Bargaining Unit:	030	Recommended Salary: \$18.37 - 21.42 (Range: N/A)
Remarks	See next page for pertinent allocation information	
INCUMBENT STATUS		
Incumbent:		
Current Standing:	Assistant Systems Analyst	
Recommended Standing:	Systems Programmer Analyst	
In recommended standing, incumbent status is:		
<input type="checkbox"/> Regular	<input type="checkbox"/> Probationary	<input checked="" type="checkbox"/> Temporary
Authority: Personnel Rule		
<input type="checkbox"/> 2.3100	<input type="checkbox"/> 2.3.200	<input checked="" type="checkbox"/> 2.3.300
Remarks: Per Article IX, Section 9.7c of the Local 17 Bargaining Agreement		

Recommended: Team B *JOS* Classification Analyst(s)

Approved: Edie Jorgensen *EJ* Classification Supervisor

Lidia Santiesteban *LRS* Classification/Compensation Director

Norma McKinney *NM* Personnel Director

POSITION IDENTIFICATION AND SOURCE OF REQUEST

Position # 013188 is located in the South Power Station within the City Light Department. This position is being reviewed as a result of an employee request. The South Service Station is responsible for the construction and maintenance of major, industrial and unit substations in the Seattle south distribution area.

BACKGROUND

This position was one of four Data Assistant positions created in 1989 within the City Light Department's Operations Division. These positions were dispersed among the major units of the division, and were specifically responsible for entering equipment maintenance data into their unit's computer system. However, as a result of several reorganizations and restructures, one position was abrogated, one transferred to another division, and the remaining two are located at North and South Power Stations.

Position #013176, at the North Power Station was recently reviewed and a recommendation was made to reclassify it to the title of Systems Programmer Analyst. Departmental management indicated that position #013176 (*north*) and position #013188 (*south*) have mirrored duties, except for the time the subject incumbent acted as lead in implementing the *WinterCress* System.

POSITION HISTORY:

This position was last reviewed in the 1993 Budget, and at that time assigned to the obsolete title of Assistant Systems Analyst. The Assistant System Analyst specification became obsolete in the Classification Project of January 2, 1991, and was replaced with the Systems Programmer Analyst title.

SCOPE OF REVIEW:

This review was conducted by Gail Thompson, a Classification Analyst assigned to Team B. This review consisted of an analysis and evaluation of the following:

- ◆ the Position Description Questionnaire (PDQ) dated October 22, 1997;
- ◆ class specifications and positions within the Systems Analyst class series;
- ◆ organization unit affecting the subject position;
- ◆ position history records and related classification files.

SUMMARY OF WORK

The subject position is responsible for maintaining the unit's portion of the *WinterCress* system, including troubleshooting and resolving problems within the system, training system users, developing applications, and generating reports.

On August 1, 1996, the subject position incumbent was assigned to work closely with the *WinterCress* software vendor to resolve problems and to implement changes to the software. This assignment continued through February 11, 1997. A Systems Analyst was hired into the Information Technology Division of the City Light Department in February 1997 to maintain the entire *WinterCress* System. As a result of this hire, the subject position was no longer required to perform and/or oversee maintenance and enhancement activities related to the overall system. The incumbent, however, believes that the higher level duties continue to date, and is therefore requesting that this position be reclassified to the title of Systems Analyst.

NOTE: For a complete listing of the subject position's responsibilities, see the Position Description Questionnaire (PDQ), dated October 22, 1997, and submitted for purposes of this review.

ANALYSIS:

Although, we agree with departmental management and the incumbent that this body of work is best represented within the Systems Analyst class series, we do not concur with the level requested by the incumbent. The Systems Analyst class series consists of five levels (*entry, bridge, journey, senior and principal*), and they are distinguished from one another by their respective degrees of work difficulty and responsibility.

The position description questionnaire documents that the position does not perform entry level programming work, *such as coding and debugging programs*, nor does it perform senior level work - *administering multiple network and/or locations, or serving as lead over subordinate staff*, or principal level work - *administering broad tasks involving many aspects and new issues, or acting as the technical expert*. Therefore, the remaining levels, bridge and journey, were chosen for this review. The work of these levels is characterized as:

Systems Programmer Analyst - (Bridge)

Positions allocated to this paraprofessional level, perform *journey* level programming and/or *entry* level systems work. Tasks include: assisting in the development, design, analysis, implementation, maintenance and enhancement of software and hardware for dataprocessing systems; troubleshooting hardware and/or software problems and providing corrective actions; and carrying out assigned portions of project requirements.

Systems Analyst - (Journey)

Positions assigned to this professional level, perform the *full range* of system design, development, implementation and maintenance activities related to data processing systems, and diagnose and solve system problems within a specialty area. Tasks include: diagnosing and resolving problems and implementing changes in network systems hardware, software and applications systems; evaluating and making recommendation on vendor hardware/software products; writing standards and procedures for the proper use of the products; and drafting project work plans, estimates, requirements and specifications of applications, network and systems software projects.

The work of the subject position - designing, developing, implementing and enhancing the *WinterCress* database system within the *work unit* are tasks typically performed by positions within the Systems Programmer Analyst class. Positions at this level perform entry level tasks that are based on a *general* understanding of *certain* technical, administrative, and/or operational practices or techniques. Decisions are *limited* to those affecting work where alternatives are generally from an available set of precedents, and errors result in moderate disruption to services.

In comparison, positions assigned to the Systems Analyst class perform journey level, working *independently* to diagnose and resolve system problems, and implement changes in system hardware, software, and network and application systems. Tasks involve *specialized technical knowledge* that indicates a command of certain technical, administrative and/or operative practices and techniques. Decisions at this level *can affect* the design or operation, and errors can result in *substantial* impacts on services.

Based on the above review, we find that the duties and responsibilities of the subject position are consistent with those assigned to Position #013176 (*North*). Both positions are responsible for generating reports; troubleshooting, maintaining and enhancing the *WinterCress* systems as it relates to their specific work unit. The work performed by these positions is typical of that performed by Systems Programmer Analyst throughout the City.

RECOMMENDATION:

It is therefore our recommendation that:

- 1) this report serves as a correction to the January 1, 1993 assignment to the obsolete title of *Assistant Systems Analyst*. The report recommendation should have read: Recommended Classification Title: *Systems Programmer Analyst*.
- 2) the effective date of this action coincides with the implementation of the 1993 Budget (*the date the new duties were assigned*).
- 3) the department compensated the incumbent via out-of-class pay for the time spent performing the higher level duties -- *August 1, 1996 to February 11, 1997*.

Costing

If implemented on the 1998 Second Quarter Ordinance, the maximum estimated cost of implementing this action would be \$11,560.42. This figure includes any current and retroactive (*if applicable*) cost for this action. The ongoing annual cost for this action would be \$2,385.10. The calculations are based on the difference between the top step of the current and the recommended salary range and includes statutory benefits (*FICA, etc.*). The actual amount payable to any affected employee will vary.

Note: There are no new costs associated with the recommendation #3. According to departmental management the incumbent has received out-of-class pay while working at the higher level. The out-of-class assignment has no bearing on this reclassification action.

Addendum (Log # 98- 2083) Report #98-1671A

At the request of the incumbent, this position was reviewed on February 18, 1998. The request was for the position to be reclassified from the title of Assistant Systems Analyst to Senior Systems Analyst. The title recommended was Systems Programmer Analyst. This recommendation, however, was appealed and a Reconsideration Hearing was held on June 18, 1998.

The Reconsideration Board consisted of Kathy Steinmeyer, Senior Personnel Analyst, John Pearson, Classification/Compensation Supervisor and Lidia Santiesteban, Classification/Compensation Director.

Additional information was presented in support of the incumbent's initial request at the Hearing. It was explained that the subject position is expected to work independently maintaining the unit's portion of the WinterCress system. Tasks include: troubleshooting and resolving systems problems; training system users; developing applications and generating a variety of reports. It was also explained and made apparent that the subject position incumbent possesses the knowledge, skills and abilities to perform work at a senior level. Departmental management, however, stated that although the position incumbent possesses the ability to perform at the higher level, work expectations *continue to be* those characterized within the class specification of Systems Programmer Analyst.

After carefully reviewing and considering the information presented at the Hearing, the Board determined that although the incumbent is qualified to perform work at the senior level, the scope and range of work outlined by the department is clearly that of Systems Programmer Analyst.

Note: The Classification/Compensation Unit classifies positions based on the body of work performed, not on the incumbent's ability to perform. An incumbent's ability to perform at a higher level is not a reason for reclassifying a position.

Recommendation

Based on the above review, the Board recommend that the subject position be classified to the title of Systems Programmer Analyst. It is also recommended that the department consider paying the incumbent out-of-class when assigning higher level duties.

Costing

If implemented on the 1998 Third Quarter Ordinance, the maximum estimated cost of implementing this action would be \$11,560.42. This figure includes any current and retroactive (*if applicable*) cost for this action. The ongoing annual cost for this action would be \$2,385.10. The calculations are based on the difference between the top step of the current and the recommended salary range and includes statutory benefits (*FICA, etc.*). The actual amount payable to any affected employee will vary.

CITY OF SEATTLE
EXECUTIVE SERVICES
DEPARTMENT



3012

CLASSIFICATION DETERMINATION REPORT

Date: June 4, 1998

Report No.: 98-1752

POSITION IDENTIFICATION

Department: Seattle City Light
Classification Title: Public Information Specialist, Senior
Ordinance Title: Public Information Specialist, Senior
Position Number: 023865
Bargaining Unit: 030 Current Salary: \$20.04 - \$23.35 (Range: 33.0A)

RECOMMENDED ACTION

Classification Title: Public Relations Specialist, Senior
Ordinance Title: Public Relations Specialist, Senior
Legislation Required: Yes
Bargaining Unit: 030 Recommended Salary: \$20.04 - \$23.35 (Range: 33.0A)

INCUMBENT STATUS

Incumbent:
Current Standing: Public Information Specialist, Senior
Recommended Standing: Public Relations Specialist, Senior
In recommended standing, incumbent status is:
[X] Regular; [] Probationary; [] Temporary
Authority: Personnel Rule
[X] 2.3.100; [] 2.3.200; [] 2.3.300.
Remarks: Title change only

ANALYSIS AND RECOMMENDATION

An ordinance was passed as part of the Classification Project legislating the new title of Public Relations Specialist, Senior to replace the title of Public Information Specialist, Senior. In order to update the position file and rid the system of titles no longer appropriate to use, it is recommended that the position number 023865 be retitled to Public Relations Specialist, Senior, effective 4/16/98. This action is necessary so that the pay title matches the class specification title. Seniority is not affected by this action.

Recommended: Irene Ogunyemi *io* Classification/Compensation Analyst

Approved: Edie Jorgensen *EJ* Classification/Compensation Supervisor

Lidia Santiesteban *LS* Classification/Compensation Director

Norma McKinney *NM* Personnel Director

3012

CITY OF SEATTLE
PERSONNEL DEPARTMENT



CLASSIFICATION DETERMINATION REPORT

Date: June 1, 1998		Report No.: 98-1882
POSITION IDENTIFICATION		
Department:	Light	
Classification Title:	Data Processing Systems Analyst	
Ordinance Title:	Data Processing Systems Analyst	
Position Number:	020476	
Bargaining Unit:	034 Current Salary: \$20.19 - 23.59 (Range: n/a)	
RECOMMENDED ACTION		
Classification Title:	Systems Analyst	
Ordinance Title:	Systems Analyst	
Legislation Required:	Yes	
Bargaining Unit:	034 Recommended Salary: \$20.19 - 23.59 (Range: n/a)	
Remarks	Title Change Only - There is no cost associated with this action	
INCUMBENT STATUS		
Incumbent:		
Current Standing:	Data Processing Systems Analyst	
Recommended Standing:	Systems Analyst	
Analysis and Recommendation		
The title of Data Processing Systems Analyst was revised to Systems Analyst as a result of the Classification Project. In order to update the position file and rid the system of titles no longer appropriate to use, it is recommended that the subject position be allocated to the title of Systems Analyst. This action is to become effective January 2, 1992, to coincide with the implementation of the Classification Project.		

Recommended: Schematic Team *shu* Classification Analyst(s)

Approved: Edie Jorgensen *EJ* Classification Supervisor

Lidia Santiesteban *LS* Classification/Compensation Director

Norma McKinney *NM*  Personnel Director

3049

CITY OF SEATTLE
PERSONNEL DEPARTMENT



CLASSIFICATION DETERMINATION REPORT

Date: June 18, 1998 Report No.: 98-1885

POSITION IDENTIFICATION

Department: City Light
Classification Title: Held In Abeyance
Ordinance Title: Assistant Systems Analyst
Position Number: 018458
Bargaining Unit: 034 Current Salary: \$17.53 - 20.44 (Range: N/A)

RECOMMENDED ACTION

Classification Title: Systems Programmer Analyst
Ordinance Title: Systems Programmer Analyst
Legislation Required: Yes
Bargaining Unit: 030 Recommended Salary: \$18.37 - 21.42 (Range: N/A)

Remarks: Classification title was held in abeyance

INCUMBENT STATUS

Incumbent:
Current Standing: Assistant Systems Analyst
Recommended Standing: Systems Programmer Analyst
In the Recommended Classification, Incumbent Standing is:

Recommended: Schematic Team [Signature] Classification Analyst(s)
Approved: Edie Jorgensen [Signature] Classification Supervisor
Lidia Santiesteban [Signature] Classification/Compensation Director
Norma McKinney [Signature] Personnel Director

Position Identification And Source Of Request

The subject position was reviewed last on April 14, 1992, and at that time allocated to the Ordinance title of Assistant Systems Analyst. The Classification title was 'held in abeyance.'

Review of the latest PDQ on file indicates that the subject position performs work similar to that characterized within the class specification of Systems Programmer Analyst. Positions allocated to the Systems Programmer Analyst class are responsible for troubleshooting software problems and providing corrective action; designing data entry screens and spreadsheets; maintaining enhancements to existing systems; and training users on the use of a system and/or enhancements.

Note: For a complete listing of the subject positions' responsibilities, see the Position Descriptions Questionnaire (PDQ) contained within the position file.

Recommendation:

It is clearly evident, based on the latest PDQ on file, that the body of work assigned to this position should be classified as Systems Programmer Analyst. We therefore, recommend the following:

- that the subject position be reclassified to the title of Systems Programmer Analyst, with no change in the employee's incumbency status.
- that the effective date should be April 14, 1992, to reflect the date the position was reclassified to the Ordinance title of Assistant Systems Analyst.

Costing

If implemented on the 1998 Third Quarter Ordinance, the maximum estimated cost of implementing this action would be \$14,608.72. This figure includes any current and retroactive (*if applicable*) cost for this action. The ongoing annual cost for this action would be \$2,385.10. The calculations are based on the difference between the top step of the current and the recommended salary range and includes statutory benefits (*FICA, etc.*). The actual amount payable to any affected employee will vary.



CLASSIFICATION DETERMINATION REPORT

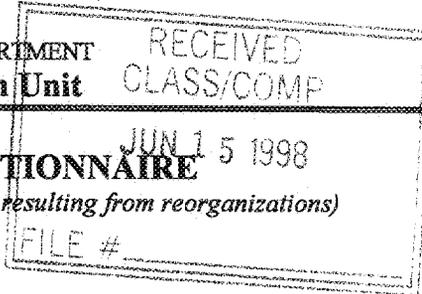
Date: July 24, 1998 Report No.: 98-1969

POSITION IDENTIFICATION
Department: City Light
Classification Title: Electrical Engineer, Associate
Ordinance Title: Electrical Engineer, Associate
Position Number: 012882
Bargaining Unit: 034 Current Salary: \$22.26 - \$25.97 (Range: N/A)

RECOMMENDED ACTION
Classification Title: Electrical Engineer, Senior
Ordinance Title: Electrical Engineer, Senior
Legislation Required: Yes
Bargaining Unit: 032 Recommended Salary: \$25.00 - \$29.10 (Range: N/A)
Remarks: The recommended effective date of this action is April 15, 1998, the date of the Abbreviated PDQ.

INCUMBENT STATUS
Incumbent: Vacant
Current Standing: N/A
Recommended Standing: N/A
In recommended standing, incumbent status is: N/A
 Regular; Probationary; Temporary
Authority: Personnel Rule
 2.3.100; 2.3.200; 2.3.300.
Remarks: The Abbreviated PDQ is attached.

Recommended: Team 1 *isp* Classification/Compensation Analyst
Approved: Edie Jorgensen *EJ* Classification/Compensation Supervisor
Lidia Santiesteban *LS* Classification/Compensation Director
Norma McKinney *NM* Personnel Director



**ABBREVIATED
 POSITION DESCRIPTION QUESTIONNAIRE**

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

DEPARTMENT/DIVISION: Light / 3014

POSITION NUMBER: 012882

DATE REQUESTED: 4-15-98

EFFECTIVE DATE: _____

CLASSIFICATION REQUESTED: Senior Electrical Engineer

POSITION PURPOSE: Provide Electrical Engineering Expertise for Distribution System Support. Perform Senior Level Professional Electrical Engineering Work in Planning, Design, Construction, Operation and Maintenance.

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. Perform long range Distribution Planning, monitoring system performance and new technology, reviewing and integrating CIP projects.	25
2. Plan and manage CIP's, developing budgets, and scopes, coordinating and prioritizing work.	20
3. Provide Network Standards Engineering support for the Standards Engineering Group. Represents Network Engineering regarding Installation, Operation and Maintenance Policy and Procedures issues with crews.	20
4. Investigate and address engineering solutions for Power Quality and eligibility issues. Investigate and recommend new technologies.	10
5. Serves as expert witness in lawsuits. Research records, codes, statutes,, answer interrogations and give depositions and testify.	10
6. Administer Department Contracts for use of Distribution facilities and coordinate plan reviews from others.	10
7. Represent the Department on City Committees articulating department needs and interests for electrical codes, Cable Communications, street use etc..	5

POSITION ALLOCATION CRITERIA:

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

Supervises and/or prepares preliminary and long-range plans, estimates, budgets, material requirements, detail final plans, specifications, work orders and instructions, customer instructions and schedules, operating and maintenance instructions, special conditions and agreements. Monitors progress of construction projects. Develops and updates computer analysis programs or tracking systems for appropriate projects.

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

Supervises or serves as project engineer/coordinator on exceptionally difficult and technically sophisticated projects in the selection, procurement, installation, testing acceptance, operation and maintenance of electrical power, lighting and signal facilities. Supervises and designs, plans and determines requirements for the installation, maintenance, restoration and/or relocation of technically difficult distribution/transmission and overhead and underground primary and secondary electrical services. Reviews final plans, specifications, and agreements and coordinates the work of electrical contractors, affected public agencies, and utility crews. Coordinates and reviews the work and products submitted by consultants and manufacturers. Prepares progress and final reports and estimates. Monitors the progress of construction projects.

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

Attends monthly Standards Committee meetings. Responsible for resolving Network Engineering and field crew conflicts. Support and help coordinate Standards Engineering Guideline changes to support Branch goals. Make recommendations for policy revisions to reflect the changing service environment.

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

Serves as a technical expert in an electrical engineering specialty area. Provides instructions to field crews and answers questions concerning design issues. Surveys sites, determines design needs or problems and determines the location of equipment. Conducts tests of electrical systems, equipment facilities, and materials to determine performance and efficiencies. Provide long term planning to retrofit aging and obsolete equipment.

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

Serves as a technical expert in an electrical engineering specialty area.

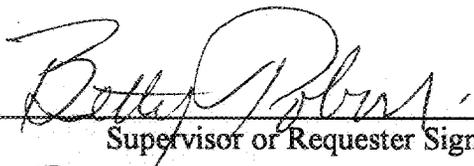
Duty No. 6 — A primary secondary duty, is described in the class specification as:

Reviews final plans, specifications, and agreements and coordinates the work of other facility service providers. Evaluate and impose existing plant use restrictions with outside service providers. Coordinate and provide for record documentation of utility agreements. Work with service centers to police compliance with construction and safety codes. Review and recommend potential outside revenue sources. Work with Legal department on related issues.

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

Reviews final plans, specifications, and agreements and coordinate affected public agencies, and utility crews. Serves as a technical expert in an electrical engineering specialty area. Makes presentations and acts as a team leader on special projects as assigned. Coordinate property management work regarding street use and assist with future facility need projections. Make Community presentations regarding the Utilities policy and procedures, and assist with various local Community Coordinating Committee work.

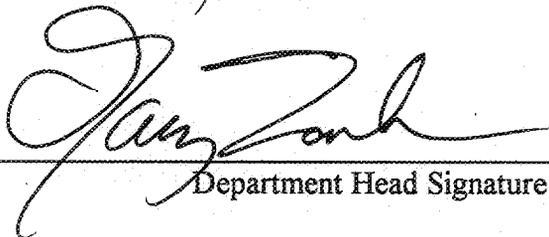
REASON FOR THE REQUESTED CHANGE: This position will be assigned Senior Electrical Engineering work in order to meet the goals of the Electrical Services Branch. The increase in Senior Electrical Engineering level work is recognized by the City Council and Branch to assist in the rehabilitation of the Network Civil and Electrical distribution infrastructure in the downtown business district. This work is mandatory to preserve the level of service demanded of our Network service area customers and guarantee a satisfactory level of reliability and power quality in a deregulated environment.



Supervisor or Requester Signature



Date



Department Head Signature



Date

For Personnel Use Only

POSITION NUMBER: 012882 TITLE: Sr. Electrical Engineer

APPROVED AS REQUESTED: Yes No

OTHER RECOMMENDED ACTION:

Irene Agunye
Personnel Analyst Signature

7/24/98
Date

Gene Johnson
Personnel Analyst Supervisor Signature

7/31/98
Date



CLASSIFICATION DETERMINATION REPORT

Date: 7/6/98 Report No.: 98-1978

POSITION IDENTIFICATION

Department: City Light
Classification Title: Energy Planning Analyst
Ordinance Title: Energy Planning Analyst
Position Number: 019603
Bargaining Unit: 030 Current Salary: \$20.04 hr. - \$23.35 hr. (rg 33.0A)

RECOMMENDED ACTION

Classification Title: Energy Planning Supervisor
Ordinance Title: Energy Planning Supervisor
Legislation Required: Yes
Bargaining Unit: 030 Recommended Salary: \$23.78 hr. - \$27.73 hr. (rg 37.5A)
Remarks

INCUMBENT STATUS

Incumbent:
Current Standing: Energy Planning Analyst
Recommended Standing: Energy Planning Supervisor
In recommended standing, incumbent status is:
[X] Regular; [] Probationary; [] Temporary.
Authority: Personnel Rule
[X] 2.3.100; [] 2.3.200; [] 2.3.300.

Recommended: Carla H. Coward *chc* Class/Comp Analyst
Approved: John Pearson *J.P.* Class/Comp Supervisor
Lidia Santiesteban *L.S.* Class/Comp Director
Norma McKinney *N.M.* Personnel Director

SOURCE OF REQUEST / POSITION IDENTIFICATION

This position was reviewed as a result of a request from the Energy Management Services Division of Seattle City Light. They are making this request in response to a Civil Service Commission appeal filed by the incumbent (**appeal #98-03-010**). The incumbent is seeking resolution and remedy for acting out-of-class as an Energy Planning Supervisor for over four years without benefit of reclassification and for associated compensation consequences, including class standing, sick leave pay, vacation pay and holiday pay.

SCOPE OF REVIEW

Review of this position included analysis of the following:

- Position Description Questionnaire (PDQ) submitted for the purposes of this review;
- Class Specifications #2201004 and 2201007;
- Organizational Chart;
- and other records available internally.

STATEMENT OF DUTIES

The essential purpose of this position is, under limited direction, to supervise 6 to 12 professional, technical, and administrative staff in performing a variety of planning, policy analysis, program design, and project management tasks. Job duties include determining work priorities for subordinate staff, assigning and monitoring work tasks, reviewing and evaluating employee performance, preparing and managing unit/section budgets, hiring planning staff, coordinating work with other City Light Divisions and City Departments, and representing the Department in a variety of meetings and forums including City Council, citizens committees, utilities and other governmental agencies, and regional and national conferences.

NOTE: For a more complete listing of this position's responsibilities, see the Position Description Questionnaire (PDQ), dated June 16, 1998, submitted for the purposes of this review.

ANALYSIS

The duties of incumbents in Energy Planning Analyst positions include research, analyze, design, implement and evaluate energy planning programs, policies and issues to maximize energy conservation.

The duties of incumbents in Energy Planning Supervisor positions include the supervision of a unit involved in the research, analysis, development, and/or implementation of energy management and conservation programs and policies.

The Supervisor position is different from the Analyst position in that the supervisor exercises full supervisory authority over the personnel and operations of an energy planning unit.

The incumbent in this position has supervisory responsibilities of an energy planning unit and three plus years of increasingly responsible professional experience in conservation planning and analysis.

RECOMMENDATION

Based on the duties and responsibilities, we recommend that this position be designated as an Energy Planning Supervisor, effective retroactively to November 3, 1993. City Light Management supports the request to make this reclassification determination retroactive. This is the date the incumbent began serving as a Energy Planning supervisor on an out-of-class basis.

Costing

If implemented on the 1998 Third Quarter Ordinance, the maximum estimated cost of implementing this action would be \$56,070.07. This figure includes any current and retroactive (*if applicable*) cost for this action. The ongoing annual cost for this action would be \$10,659.92. The calculations are based on the difference between the top step of the current and the recommended salary range and includes statutory benefits (*FICA, etc.*). The actual amount payable to any affected employee will vary.

Please note that the incumbent in this position has been paid out-of-class as an Energy Planning Supervisor for over four years.



CLASSIFICATION DETERMINATION REPORT

Date: June 25, 1998 Report No.: 98-1980

POSITION IDENTIFICATION

Department: City Light
Classification Title: Energy Conservation Representative, Senior
Ordinance Title: Energy Conservation Representative, Senior-BU
Position Number: 018328
Bargaining Unit: 004 Current Salary: \$ 17.36 - 20.19 (Range: N/A)

RECOMMENDED ACTION

Classification Title: Assistant Energy Management Analyst
Ordinance Title: Assistant Energy Management Analyst
Legislation Required: Yes
Bargaining Unit: 030 Recommended Salary: \$17.99 - 20.94 (Range: N/A)
Remarks: 6.18.98 See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent: Vacant
Current Standing: N/A
Recommended Standing: N/A
In recommended standing, incumbent status is:
 Regular Probationary Temporary
Authority: Personnel Rule
 2.3100 2.3.200 2.3.300

Recommended: Team 2 JCS Cha Classification Analyst(s)
Approved: John Pearson JP Classification Supervisor
Lidia Santiesteban LS Classification/Compensation Director
Norma McKinney NM Personnel Director



CITY OF SEATTLE PERSONNEL DEPARTMENT
Classification/Compensation Unit

RECEIVED
 CLASS/COMP
 JUN 23 1998
 FILE #

**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: #018328 (Currently a vacant Senior Energy Conservation Representative)

DATE REQUESTED: June 18, 1998

EFFECTIVE DATE: ASAP

CLASSIFICATION REQUESTED: Assistant Energy Management Analyst (Note: An identical position (016589), subsequently abrogated, was evaluated and determined to be at this classification, as detailed in Classification Determination Report No. 97-1334. The duties described below are identical to those that were evaluated in the earlier report. A copy of the report and earlier Position Description Questionnaire upon which it was based are attached.)

POSITION PURPOSE: To coordinate the participation of affordable/low income multifamily housing projects in SCL's resource efficiency programs for multifamily building construction.

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. Provides technical and program information to developers, architects, builders, subcontractors, trade allies, and other City departments to explain energy/resource efficient programs. The multifamily building programs include mixed use (residential and commercial) construction. With DHHS specifically, coordinate with low-income Housing Levy rehabilitation and new construction projects.	35%
2. Monitor contract compliance with contractors during building construction; conduct building field inspections to confirm installation of energy and resource (water/solid waste) efficient measures per program energy calculations and other program requirements. Complete detailed inspection reports and troubleshoot problems in the field during inspections.	25%
3. Conduct building "take offs" of mixed use buildings from architectural and mechanical drawings. Input information in energy calculation software program for analysis and proposed design changes; determine energy performance of building, to include building envelope, lighting systems, HVAC, etc. Prepare contracts for developers based on final analysis. Conduct written reports based on the analyses of data gathered.	20%

4. Produce Super Good Cents/Built Smart Program activity reports to EMSD management. 5%
5. Assist in design and implementation of Built Smart Program marketing activities including coordination of program activities with staff from SCL Customer Relations division and with outside marketing consultants. 3%
6. Coordinate mixed use (residential and commercial uses combined in one building) projects with other SCL/SPU staff, with DCLU and with DHHS low-income housing staff. Speak to customer groups and organizations about conservation and other City resource efficiency programs. 5%
7. Input project and program information in EMSD database/tracking system to track program, projects and energy savings. Assist in development of an automated program tracking system (CTS). 5%
8. Assist in ongoing planning and development of program activities. Develop technical specifications for the program. This includes working with other City departments, sales reps, leasing agents and other outside agencies. 2%

POSITION ALLOCATION CRITERIA:

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

Explains advantages of energy conservation to prospective participants.

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

Inspects installation of energy conservation measures...

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

Gathers information to determine energy use, energy loss, and potential energy savings.... Identifies energy saving measures based on technical analysis of HVAC, lighting, and electrical systems, electrical equipment, and the structure through computer modeling and engineering calculations.

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

Prepares written reports based on analysis of data gathered.

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

Performs other related duties of a comparable level/type as assigned.

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

Speaks to community groups and organizations regarding energy conservation and City Light's energy conservation programs.

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

Performs other related duties of a comparable level/type as assigned.

Duty No. 8 — A primary secondary duty, is described in the class specification as:

Prepares specifications... for installation of energy conservation measures.

REASON FOR THE REQUESTED CHANGE:

This vacant position authority was recently transferred from the Department of Housing and Human Services to Seattle City Light by Council Bill 112198, passed by the full Council on June 15, 1998, and signed by the Mayor. (The bill contained a "ratify and confirm" clause, allowing administrative action to proceed on the position prior to the effective date of the bill, which is 30 days after the Mayor's signature.) The purpose of this transfer is to allow City Light to expand the delivery of its energy and resource conservation programs to low-income new construction and substantial rehabilitation projects, such as those funded with Seattle Housing Levy monies. This efforts will help support the Mayor and Council's priorities of maintaining affordability of housing in the City.

The transferred position is currently classified as a Senior Energy Conservation Representative. As stated above under "Classification Requested", a recent Personnel Department evaluation of an identical vacant position (016589) (which was subsequently abrogated) found the appropriate classification for this body of work to be an Assistant Energy Management Analyst.

Glenn Atwood *Sh for AC*
Supervisor or Requester Signature

6/19/98
Date

Jay Zerk
Department Head Signature

6/23/98
Date

For Personnel Use Only

POSITION NUMBER:

018328

TITLE:

Assistant Energy Management Analyst

APPROVED AS REQUESTED:

Yes

No

OTHER RECOMMENDED ACTION:

Carla H. Coward
Carl Swanson
Joe Thompson

Personnel Analyst Signature

6-25-98

6-25-98

6-25-98

Date

Joe Peam

Personnel Analyst Supervisor Signature

7/22/98

Date



CLASSIFICATION DETERMINATION REPORT

Date: July 30, 1998		Report No.: 98-2082
POSITION IDENTIFICATION		
Department:	City Light	
Classification Title:	Accounting Technician II	
Ordinance Title:	Accounting Technician II - BU	
Position Number:	022932	
Bargaining Unit:	035	Current Salary: \$14.00 - 15.66 (Range:22.5B)
RECOMMENDED ACTION		
Classification Title:	Public Relations Specialist	
Ordinance Title:	Public Relations Specialist	
Legislation Required:	Yes	
Bargaining Unit:	030	Recommended Salary: \$17.22 - 20.04 (Range: 29.0A)
Remarks	See next page for pertinent allocation information	
INCUMBENT STATUS		
Incumbent:	Vacant	
Current Standing:	Accounting Technician II	
Recommended Standing:	Public Relations Specialist	
In recommended standing, incumbent status is:		
<input type="checkbox"/> Regular	<input type="checkbox"/> Probationary	<input type="checkbox"/> Temporary
Authority: Personnel Rule		
<input type="checkbox"/> 2.3100	<input type="checkbox"/> 2.3.200	<input type="checkbox"/> 2.3.300

Recommended: Team 2 *J. Che* Classification Analyst(s)

Approved: John Pearson *JP* Classification Supervisor

Lidia Santiesteban *LS* Classification/Compensation Director

Norma McKinney *NM* Personnel Director



CITY OF SEATTLE PERSONNEL DEPARTMENT
Classification/Compensation Unit

RECEIVED CLASS/COMP JUN 18 1998 FILE #

**ABBREVIATED
 POSITION DESCRIPTION QUESTIONNAIRE**

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

DEPARTMENT/DIVISION: Seattle City Light

POSITION NUMBER: 022932

DATE REQUESTED: June 18, 1998

EFFECTIVE DATE: ASAP

CLASSIFICATION REQUESTED: Senior Public Relations Specialist

POSITION PURPOSE: Lead responsibility for the content of Seattle City Light's Web presence on the Internet, via Public Access Network (PAN).

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

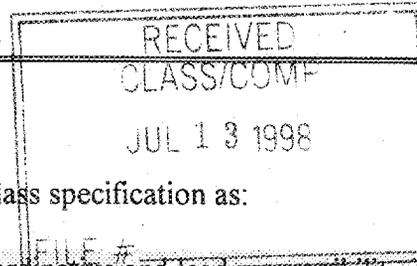
Duties and Responsibilities Statements

% of Time

1. Works with Information Technology staff to plan and develop the structure of SCL's Web/PAN site, including programming HTML code to build the Web page. Manages and has editorial responsibility for the content of SCL's presence on the Internet, via PAN, ensuring that content meets strategic communication objectives and is appropriate for the medium. Manages SCL's Internet response to customer inquiries via the Internet, screening for appropriateness, timely response, effectiveness, good customer service, and tracks for future use in deciding what electronic services to offer. Plans, coordinates, implements, and evaluates a variety of information, marketing, promotion, outreach, education, and advertising activities; prepares and administers advertising budget. Develops, implements, and delivers external and internal strategic communication plans for a variety of activities and events. Recommends Internet communication strategies to directors and supervisors.
2. Prepares, edits, designs, and coordinates production of a variety of public information materials such as brochures, newsletters, slide shows, videos, etc., for presentation on SCL's Internet Web/PAN site. Assumes leadership role in inter-divisional and inter-departmental team projects.

70

30



POSITION ALLOCATION CRITERIA:

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

“This class differs from the Public Relations Specialist class in that coordinative and lead responsibility is an expectation of the class and the work requires greater discretion due to assignments of a more controversial nature.”

“The duties of this class requires a working knowledge of the principles, practices and techniques used in preparing public information materials...A working knowledge of the basic theories and principles of marketing, promotion and advertising and the issues, problems, methods and techniques of media relations and public information is also required. The work of this class requires excellent communication skills as well as the ability to spontaneously respond to inquiries or difficult issues and problems.”

“Plans, coordinates, and implements and evaluates a variety of information, marketing, promotion, outreach, and advertising activities.”

“Develops and recommends policies, procedures, and objectives for community and media relations.”

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

“This class differs from the Public Relations Specialist class in that coordinative and lead responsibility is an expectation of the class and the work requires greater discretion due to assignments of a more controversial nature.”

“The duties of this class requires a working knowledge of the principles, practices and techniques used in preparing public information materials...A working knowledge of the basic theories and principles of marketing, promotion and advertising and the issues, problems, methods and techniques of media relations and public information is also required. The work of this class requires excellent communication skills as well as the ability to spontaneously respond to inquiries or difficult issues and problems.”

“Prepares, edits, designs, and coordinates production of a variety of public information materials such as brochures, newsletters, slide shows, video tapes, etc.”

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

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

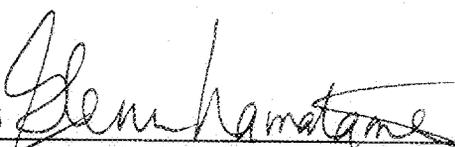
Duty No. 5 — A primary secondary duty, is described in the class specification as:

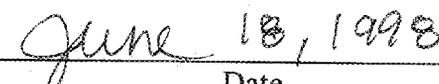
REASON FOR THE REQUESTED CHANGE:

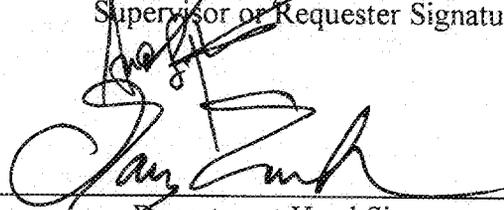
The work previously performed by a 0.5 FTE Accounting Tech II position in the Energy Management Services Division is no longer needed. This position was transferred to the Customer Relations/Account Services Division for reclassification to a 0.5 FTE Senior Public Relations Specialist for a permanent part-time employee who is currently in a full-time pocket.

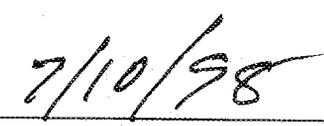
Since this position takes lead responsibility for the content of Seattle City Light's Web presence on the Internet, via the Public Access Network (PAN), it is not an entry-level Public Relations Specialist. While content editing certainly requires traditional editorial abilities -- writing and editing clear, concise and appropriately styled copy - it also requires knowledge of new technology and the ability to manage all of this under limited supervision. The audience on the Web is quick to move on if the site doesn't give the desired result. The challenge of the content editor is to ensure that this doesn't happen. The site meets it's communication objectives by using key messages, the utility strategy, and guiding the reader through a logical sequence of information with effective links and hyper-text. The content editor works with leads on major programs to ensure that all Seattle City Light communication is consistent and meets the utility's objectives.

Glenn Namatame 684-3746


Supervisor or Requester Signature


Date


Department Head Signature


Date

For Personnel Use Only

POSITION NUMBER:

022932

TITLE:

Public Relations Specialist

APPROVED AS REQUESTED:

Yes

No

OTHER RECOMMENDED ACTION:

Joe Thompson

Personnel Analyst Signature

7/23/98

Date

W. J. ...

Personnel Analyst Supervisor Signature

7/31/98

Date

CITY OF SEATTLE
EXECUTIVE SERVICES DEPARTMENT

3093



CLASSIFICATION DETERMINATION REPORT

Date: 07/28/98

Report No.: 98-2216

POSITION IDENTIFICATION

Department: City Light
Classification Title: Personnel Manager
Ordinance Title: Personnel Manager
Position Number: 014158
Bargaining Unit: 030 Current Salary: \$25.23hr. - \$29.27hr.

RECOMMENDED ACTION

Classification Title: General Government Manager 2
Ordinance Title: General Government Manager 2
Legislation Required: Yes
Bargaining Unit: 140 Recommended Salary: \$25.20hr. - \$34.02hr.
Remarks: Copy of MPDQ attached.

INCUMBENT STATUS

Incumbent:
Current Standing: Personnel Manager
Recommended Standing: General Government Manager 2
In recommended standing, incumbent status is: NA
 Regular; Probationary; Temporary.
Authority: Personnel Rule
 2.3.100; 2.3.200; 2.3.300.

Recommended:	Carla Coward <i>chc</i>	Class/Comp Analyst
Approved:	John Pearson <i>J.P.</i>	Class/Comp Supervisor
	Lidia Santiesteban <i>LS</i>	Class/Comp Director
	Norma McKinney <i>NM</i>	Personnel Director

SOURCE OF REQUEST

This position was reviewed as a result of a request submitted by City Light. The position was not originally included in the review of City Light manager positions because the position was vacant at the time positions were being reviewed and allocated. The HR Division had previously implemented an organization structure which did not include utilizing the Personnel Manager; however after finding that structure to be ineffective, City Light determined that the Personnel Manager position and function was vital and needed to be filled.

ANALYSIS AND RECOMMENDATION

Scope of Review: This position was reviewed by a team of class/comp analysts for inclusion in the Managers or Strategic Advisor Program. The point factor analysis yielded 350 points in the Strategic Advisor point factor system and 421 points in the Manager point factor system. Manager 2 is the most appropriate allocation due to the description of primary work duties and the salary advantage it affords the position. The points for each dimension are listed below:

Point Factor Dimensions:

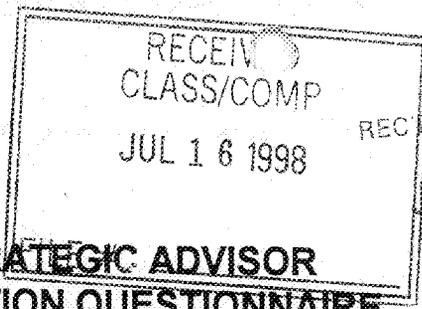
Program	Policy	Technical	Budget/ Fiscal	Human Resources	Communications	Matrix
Low/60	Low/53	Low/47	Low/47	Med/87	Med/87	Low/40

Recommendation:

Based on the duties and responsibilities, we recommend that this position be designated as a General Government Manager 2, effective the date of program implementation, January 7, 1998.

Costing

If implemented on the 1998 Third Quarter Ordinance, the maximum estimated cost of implementing this action would be \$827.48. This figure includes any current and retroactive (*if applicable*) cost for this action. The ongoing annual cost for this action would be \$827.48. The calculations are based on the difference between the midpoint of the current and the recommended salary pay zone and includes statutory benefits (*FICA, etc.*). The actual amount payable to any affected employee will vary.



**MANAGER & STRATEGIC ADVISOR
 POSITION DESCRIPTION QUESTIONNAIRE**

SCL002

EMPLOYEE SECTION

Date:	
1.	Submitted By:
Phone Number: 4-3499	Mail Stop: 07-28-22
Department: SCL	Division: Human Resources

PLEASE NOTE: You are invited to use additional sheets for any section on this form if you need them.

Under the section headed Current Position Information, list both the name(s) of the employee(s) and the number(s) identifying the position(s) they hold. Another term for Ordinance Title is Payroll Title, which may not be the same as your working title. Contact your department's Human Resources Representative or City Personnel's Records Unit for the position number information of the position's Ordinance Title.

2.	Current Position Information:
Position number(s)	Position Number(s)
1,	014158
2)	
Current Ordinance Title: Personnel Manager	
Work Address: 700 Fifth Avenue, 33rd Floor, Seattle, Washington 98104	

Immediate Supervisor's Name: Melinda Nichols	
Title: Director	Phone # 4-3125

Next Higher Supervisor's Name: Gary Zarker	
Title: Superintendent	Phone # 4-3200

3.	POSITION SUMMARY <i>Briefly summarize the work of this position in 1 to 5 sentences. (To be completed by employee, supervisor or HR Unit of a department)</i>
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This position is responsible for managing the human resources functions for the department, including the areas of employment (recruitment, selection and hiring, new employee orientation, and performance review); classification; compensation (including payroll administration, overtime, out-of-class, benefits, etc.); personnel data reporting and records management. The position provides advice and guidance to employees and all levels of management concerning a broad range of human resources issues, including difficult personnel problems, organization restructuring, organizational development, employee discipline and corrective action, legally mandated requirements and other highly complex sensitive matters. It also serves as departmental representative on city-wide personnel policy and procedural issues.

4.

Reason For Request

Please identify the date this position was last reviewed, the reason for submitting this new request for review and specify the changes that have occurred in duties and responsibilities since the last review.

This position was last reviewed in 1987 when the current incumbent was William Rheubottom. The position needs to be evaluated now for inclusion in the Manager/Strategic Advisor Variable Pay Program.

There have been organizational changes to the division since 1987. After Mr. Rheubottom left, the position was filled with out-of-class and temporary assignments due to a pending reorganization. During this time, payroll administration transferred into the Human Resources Division. The reorganization occurred in 1995, at that time, a decision was made not to fill the Personnel Manager position. Instead, the division organized into customer service teams comprised of employees from each of the HR areas: payroll, records, and employment.

The customer service teams did not work out as expected and the Division was restructured again to include the Personnel Manager position.

The responsibilities of the position have also increased to include responsibility for managing payroll administration, management reporting, and systems design and integration. There is one supervisory position, two lead positions, and one Personnel Analyst that report directly to the Personnel Manager: one Supervising Personnel Specialist; one Accountant (Payroll Lead); and one Personnel Specialist (Records Lead). There are a total of 19 positions reporting to the Personnel Manager position.

5.	Point Factor Questions
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Please answer the following questions as thoroughly as possible, give examples of work where appropriate and estimate the percentage of time spent performing a particular function.

It is easiest to think of a job as a time block, such as an 8 hour day, a 40 hour week, a bi-weekly pay period, a month, or a year. Within this time block, roughly estimate how much time is spent performing each duty.

% 20	A. Human Resources Management - refers to managing, monitoring and administering human resources, including direct and indirect supervision.
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1. Do you manage subordinate supervisors? Yes or No. (circle one)
If yes, how many?

One subordinate supervisor and two lead positions (one Records Management Lead, one Payroll Lead, and one Employment Supervisor).

2. How many staff do you supervise in total, including those who report directly to you and those who report through subordinate supervisors? Please list specific positions.

19 positions:

One Supervising Personnel Specialist; one Personnel Analyst (Management Reporting); one Accountant (Payroll Lead -- to be reclassified to SR Accountant); seven Personnel Specialists (Including one Records Lead); three Administrative Specialists II (Records Technicians); two Administrative Specialists I; and four Accounting Technicians II.

3. Do you provide lead direction, including assigning, monitoring and reviewing work?

Yes, I meet regularly with supervisors to assign projects and to monitor activities to ensure that expectations are being met. In addition, I problem solve for employees dealing with difficult or unusual circumstances. I provide first level performance review for supervisors and second level review of performance reviews for their subordinate staff.

1. What is your role in budget or fiscal management?

The Payroll unit, under my direction, is responsible for administering the Utility's bi-weekly payroll of \$3.3 million (annual payroll of >\$85 million) and the distribution of labor costs (approximately 17,000 bi-weekly transactions) for Cost Accounting, General Accounting and Budget purposes. Part of this function includes system design and systems integration at both internal and external department levels.

In addition, I have primary responsibility, in conjunction with the Human Resources management team, for the development and monitoring of the Division's annual budget of \$1.7 million. These budget funds are both for divisional operations and for providing assistance in the areas of training and vocational rehab at the department level.

2. What is the impact of your budget and/or fiscal recommendations on City services, programs or activities?

As the largest city department with the most complex payroll, collective bargaining and labor cost distribution processes, I work in these areas on an advisory and policy making capacity with other city agencies and staff on a regular basis. As a microcosim of the entire City, City Light is often in a leadership role in new policy development and implementation and in the analysis of the cost impacts of recommended policy/systems/collective bargaining changes.

3. What is the size of the budget which you administer?

I administer an annual divisional budget of \$1.7 million.

4. How many separate funding sources do you manage? Do these have specialized funding source requirements?

City Light is a revenue generating department with all funding for receipts and expenditures through the Light Fund. Within the department there are some programs that are funded by grants which are administered either directly by City Light or in conjunction with other city agencies such as DHHS. My responsibility lies primarily with Light Fund expenditures for operational expenses, but my division is also responsible for accurate tracking and reporting of labor costs through a work order system to collect costs for this and other funding sources and for proper recording of O&M and CIP labor costs.

5. Are you required to manage significant contracts as part of your job? If so, please give examples.

In conjunction with the Human Resources Division's Training Unit, I am responsible for monitoring costs of contracts for department-wide training initiatives. Examples of these types of initiatives would be management competency training, leadership development, succession planning, prevention of violence in the work place, cultural diversity and organizational development.

6. Are you responsible for developing or implementing strategies designed to save the City money?

Cost-savings strategies revolve around policy and procedure development and the consistent and correct application of these guidelines. The HR Division is also responsible for management reporting related to personnel data including employment processes, EEO, grievances, performance evaluations, discipline, employee files and records management, and systems design; all of these have potential financial implications if not handled properly. My responsibilities also include communicating effectively these requirements to field management so that these requirements are being met at the the supervisor/manager/director level within City Light.

% 5	C. Program Management - refers to responsibility for developing, implementing, advocating, administering and evaluating identifiable programs(s). A program has an identified set of policies, procedures, budget, identified and measurable outcomes associated with it, and has clear boundaries in relation to other programs and activities.
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1. Do you manage a program or programs as defined? Yes or No. (circle one)

2. If yes, what program(s) do you manage?

The City Light Human Resources Division is responsible for managing all programs related to employment processes, records management, personnel data tracking and reporting, and payroll/benefits/labor distribution within City Light. Each of these areas has policies, procedures and measurable outcomes, and each requires coordination of the programs within the HR Division, within City Light, and with the City. In addition to operational programs, my division is responsible for implementing and monitoring city-wide programs initiated at the local and federal levels (e.g. CDL random drug testing, FMLA, APEX, training, etc.). Budget authority is generally not specifically identified for these programs, but budget control and monitoring is required within the operational budget(s) of the division and department.

3. How are the objectives for this or these programs set? Who sets them?

The objectives for these programs are set at various levels. Some are internal to the division or City Light and may be set by me, my staff, departmental representatives or department administration. Objectives are also set at the city level for programs (e.g APEX), or at the city level based on federal mandate.

4. Please describe your role in program development. Do you have any responsibility for making program recommendations? Please describe.

The size and diversity of City Light usually dictates that departmental program development be done by committee. In these cases, I will either be in a leadership/facilitator role or in an advisory role. In either case, I would have responsibility of making program recommendations based on my technical and legal knowledge. The same situation would apply on city-wide program development where I may not be in a leadership capacity but would have responsibility for making recommendations based on the same formal knowledge and also on my experience and knowledge from the key role I play within City Light. *Maturity*

5. What is your role in defining measurements and assessing accomplishments for this program or these programs? To whom are these measurements reported?

Internally, my role and that of my staff is to establish or recommend measurement criteria and work with field units to assist in these same areas. Analysis and assessment of validity of the criteria and accomplishment of intended outcome is generally done jointly with departmental administrative staff. Reporting is done regularly (quarterly or more frequently) to the Superintendent and his direct reports, and is also done for the City (City Personnel, CBO, Council, and Mayor's Office) on both a scheduled and as-needed basis.

6. What is the impact of this or these programs on external constituents?

Successful development, monitoring and assessment of these programs impacts legally mandated reporting requirements, but also has a significant fiscal impact on City Light. In an on-going effort to maintain high-quality, reliable and inexpensive electrical service to rate payers, we are always being required to analyze our business practices and associated costs (much like a private sector for-profit business) in the context of a not-for-profit municipal organization. External constituents become our customers, our employees, and the city, state and federal agencies to which we are responsible.

% 10 D. Policy Management - refers to responsibility for developing, implementing and advising decision-makers on policy.

1. Do you develop, recommend or provide input to policies which directly impact the public? Please describe.

I review, provide input, and make recommendations on City policies; develop policies and guidelines for internal administration of labor contract provisions and City policies regarding payroll, employment, records management, and employee transactions. Many of these policies have indirect impact on the public through our workforce and how we hire, train and retain qualified employees who have face-to-face contact with the public.

2. What is your role in presenting and defending policy recommendations to elected officials, executive decision-makers or department directors?

I make presents to Department management and participate as part of work groups or project teams in presenting City-wide policy to elected officials or executive decision makers.

3. What are the impacts of such policies on the City's ability to fund and deliver programs and services?

The majority of policies with which I am involved relate to employee hiring, training, retention, benefits, pay and discipline. Each of these directly affects employees and their management, which in turn affects delivery of services for City Light customers.

4. What might the duration of this policy impact be - immediate or short-term, a year or more, or long-term and cumulative? Why?

Cumulative, typically long-term. Again, these policies affect employees and usually involve employment issues; pay, benefits, training, hiring, employee development, disciplinary actions, etc., would be affected.

% 40 E. Technical Management - refers to responsibility for technical expertise, typically in a technological or scientific discipline, including such elements as managing expert staff, serving as a strategic advisor or expert, and having technical competencies spanning various disciplines.

1. Do you or your staff deal regularly with technical, legal or highly-analytical issues? What types of issues?

Yes, the staff deals daily with issues that are highly technical.

The division is responsible for interpreting, applying and explaining a wide range of legal and policy regulations. Some of the laws and regulations that the staff uses daily are: Seattle Municipal Code and City Ordinances; City Personnel Rules; sections of the Washington Administrative Code; federal, state, and local laws and regulations regarding fair employment practices and nondiscrimination in employment, particularly the federal ADA, the EEO Uniform Guidelines on Employee Selection, the Family & Medical Leave Act, applicable OSHA & WISHA Regulations, and the Fair Labor Standards Act; Rules and Procedures of the City's Civil Service Commission; labor contracts; summaries of labor arbitrations in the state and summaries of employment law cases.

In addition, I advise SCL employees and management on sensitive issues and, based upon research and judgment, advise and recommend solutions technical issues.

2. Please describe your role as technical expert or strategic advisor of specialized expertise.

I provide consultation and guidance to employees and all levels of management on personnel, classification, compensation, organizational restructuring, benefits and payroll.

I investigate, troubleshoot, provide recommendations and make decisions for problem resolution on a variety of human resource issues including complex and sensitive personnel issues which could expose the Department to significant financial liability.

3. Does this work require specific licenses or degrees? What are these requirements?

A Bachelor of Arts degree in Public Affairs, Human Resource Management or a related field is required.

% 5	F. Communications Management - refers to effective representation of the City or City interests before internal and/or external constituencies or as part of group processes.
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1. Does your position require you to represent your department or functional area before internal and/or external constituencies? Please describe.

Yes. I represent the Division on Department-wide committees or internal work groups and represent the Department on City-wide committees and task forces. I am also required to represent the Department by preparing and presenting information at hearings: Court, grievances, arbitrations, Civil Service Commission, etc.

2. What types of issues make up your major communication challenges?

I deal with highly sensitive and oftentimes confidential information regarding employees, and must be aware of legal requirements with regard to employee information and must manage the staff accordingly.

3. Does your job require you to manage or promote on-going relationships with external constituencies? Please describe.

Yes, the division deals with external customers in answering questions regarding employment issues (opportunities, references, etc.) and in communicating with candidates for positions. We are also involved with issues and committees on a city-wide basis where we are required to present the department's position and represent its interests.

4. Does your job require garnering support, shaping opinions, advocating controversial positions or achieving important City objectives? Please describe.

Typically not, but in representing the needs of the department on city-wide issues such as systems development, I must be able to prepare and deliver convincing and supportable arguments. This often requires understanding and incorporating needs of other city agencies as well so that needs are met on a broader scale.

% 15	G. Matrix Management - refers to coordinating and/or integrating functions, systems, or programs, and managing, leading and/or facilitating the work of individuals, groups or teams across functional, departmental and/or jurisdictional lines without full managerial/supervisory control, including administrative managers across functional lines, and the management of non-employees such as contractors and volunteers.
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1. Do you actively manage and/or represent the priorities and interest of elected officials and or Department Heads on cross-functional, cross departmental or cross jurisdictional teams? Please describe.

As Personnel Manager, I represent the department and its administration across functional areas related to personnel issues. In this role, I serve both in lead and advisory capacities. Areas where this would typically occur would be in systems development for personnel and payroll systems, policy development where my specific experience with departmental issues (for a diverse department of 1700 employees) provides more first-hand practical policy application, and for collective bargaining issues. City Light is often expected to take a leadership role in many of these issues because of the experience, resources and expertise we can provide.

2. Is matrix management and/or leadership a significant part of your job? What types of issues do you deal with?

I work as Department liason on City-wide projects that impact personnel and payroll issues. Typical issues involve collective bargaining, impacts of new federal regulations, use of temporary employees in the workforce, recruitment of skilled job candidates, initiatives for policy changes affecting pay and benefits, etc.

3. Which occupations, organizations, etc. are represented on teams which you manage or participate on?

Within City Light, teams I participate on include members of trades, administrative, management, technical systems developers, support staff and other Human Resources professionals. The teams I participate on at the city level are usually comprised of other Human Resources professionals.

4. Are you required to facilitate public involvement processes? Please describe the type and purpose of these public involvement processes.

Not as a normal part of the job responsibilities.

Total % = 100

6. List examples of decisions you make when guidelines are not available.

Decisions on how to handle sensitive personnel questions/issues that often do not fall within specific guidelines; dealing with factual and legal matters but maintaining the humane side of the people issues.

Determining how best to communicate and disseminate policy changes so that these changes are understandable at all levels of the organization.

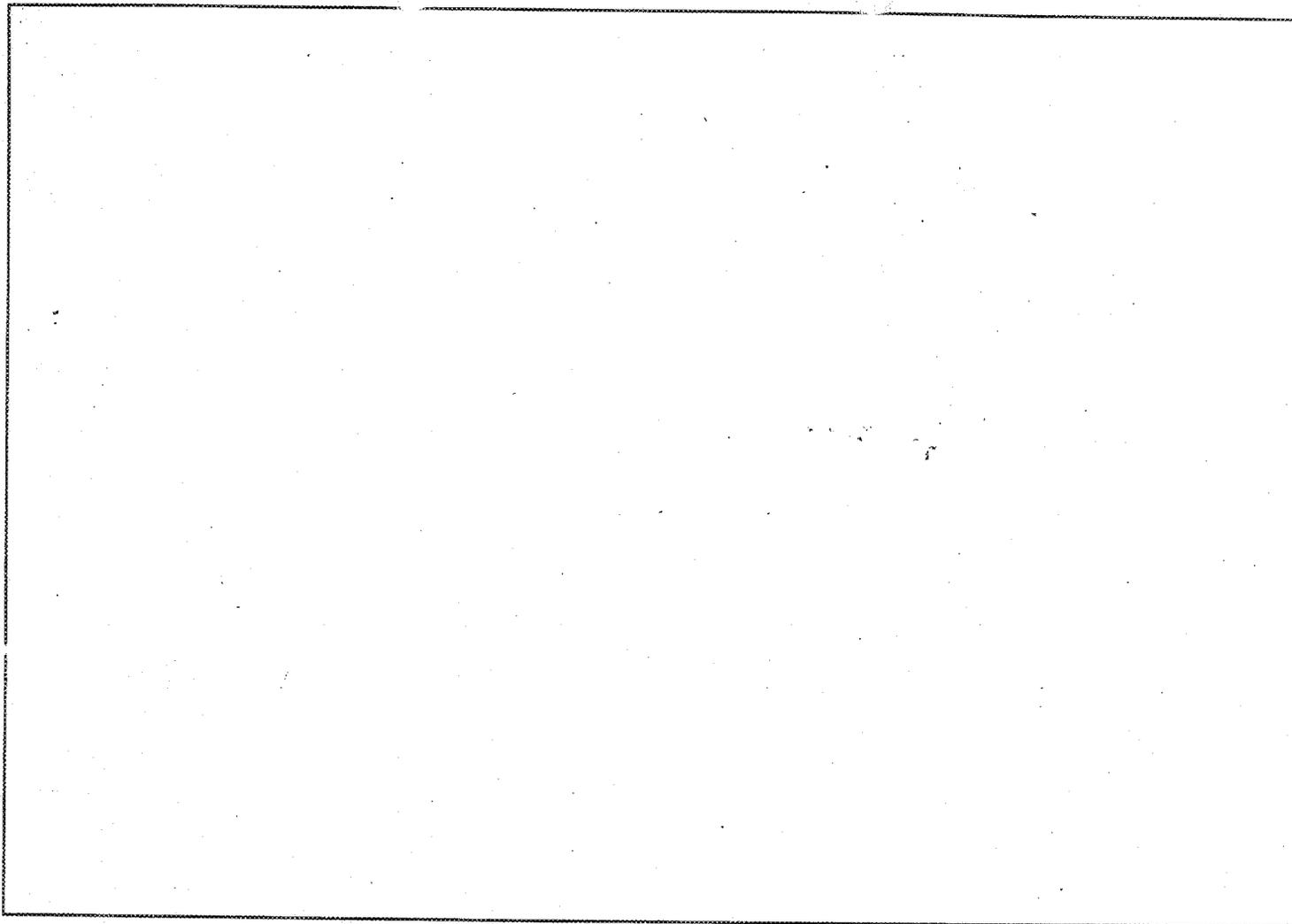
Decisions on policy and collective bargaining agreement interpretations to assure consistency and compliance with the intent of the document.

Prioritization of use of staffing when resources are limited and workload demands require quick decisions on allocation of those resources.

Decisions on budget expenditures when unanticipated needs arise.

When, how and what appropriate action to take with my own staff when personnel issues arise.

Recommendations for problem resolution of complex and sensitive personnel issues such as those involving reasonable accommodation, and /or re-engineering/streamlining work processes.



7.	Signature Section (If signature is other than the current incumbent, please indicate relationship to this position.)		
I (we) certify that the entries on the Employee Section are accurate and complete.			
Signature	Date	Signature	Date

IMMEDIATE SUPERVISOR SECTION

Items #8 through #18 are to be completed by the immediate supervisor.

8. Describe the purpose of the work unit or area.

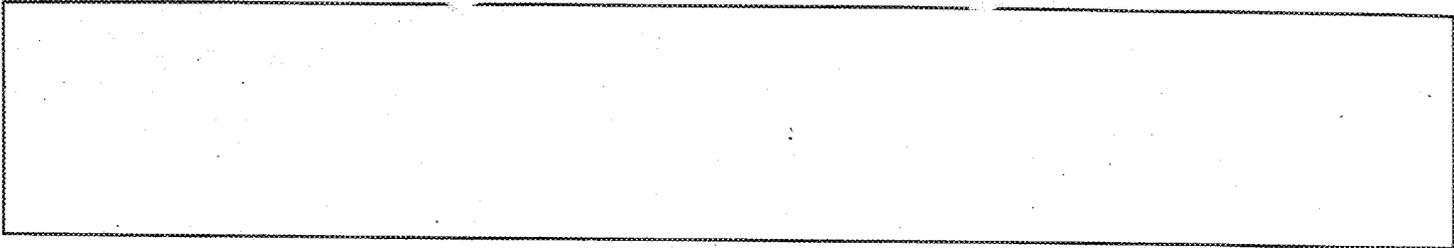
The employment, payroll, and records units provides policy guidance and clarification to SCL management and employees. These units are also responsible for managing and administering the Department's compensation and record keeping functions, including the maintenance and audit of confidential employee records for compliance with City policies and state and federal laws. In addition, the units are responsible for employment functions including hiring and selection, benefits administration, performance management, and management reporting.

9. Describe the purpose of the employee's position.

The Personnel Manager is responsible for managing those human resource functions listed above. In addition, the Personnel Manager provides advice and guidance to employees and all levels of management on personnel related issues.

The supervisor should not alter any statements made by the employee on the previous pages, but may comment on them in the space provided below.

10. Indicate any exceptions or additions to the employee's statements.



11.	Explain the TYPE OF SUPERVISION or guidance given this employee. (see side bar)
Managerial Direction	
12.	Minimum level/type of education required for this position:
Bachelor of Arts degree in Public Administration, Public Affairs, Human Resources Management or a related field.	
13.	Minimum length of time and type of experience required for this position:
Five years supervisory or managerial experience, preferably in a large size public agency.	
14.	Special licenses, registration, or certification required for this position:
Washington State Driver's License	
15.	Special skills or unusual working conditions required for this position:
Excellent interpersonal communications skills; knowledge of principles of personnel law, payroll & records, and selection/hiring; knowledge of and experience with personnel systems in large public agencies, including budgeting; handling multiple priorities; stressful working conditions.	
16.	Describe any training (formal, informal on-the-job, or in-service) required after hire.
Orientation to City and SCL personnel; payroll and financial systems, orientation to SCL mission, functions, and operational systems, etc.	

TYPES OF SUPERVISION

Close Supervision: You give the employee specific instructions on virtually all assignments and review the work for completeness and accuracy, or the employee performs tasks which provide inherent checks built into the nature of the work.

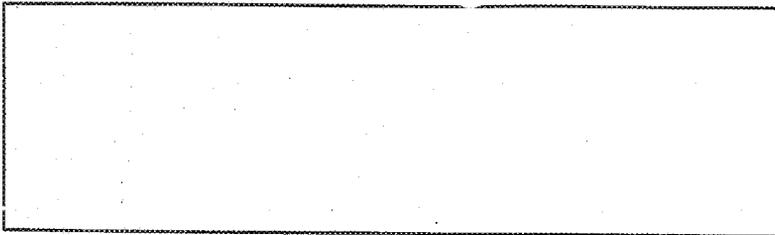
Continuing Supervision: You provide continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines and priorities. You give additional, specific instructions for new, difficult, or unusual assignments. The employee uses initiative in carrying out recurring assignments. You assure that the work is technically accurate and in compliance with instructions or established procedures.

General Supervision: You make assignments by defining objectives, priorities and deadlines and assist the employee with unusual situations which do not have clear objectives. The employee plans and carries out successive steps and resolves problems and deviations in accordance with instructions, policies, and accepted practices. You review the work for technical adequacy and conformance with practice and policy.

Limited Supervision: You set the overall objectives and resources available. You and your employee, in consultation, develop the deadlines, projects, work to be done. The employee plans and carries out the assignment, resolves most of the conflicts, coordinates work with others and interprets policy on own initiative. The employee keeps you informed of progress, potentially controversial matters, or far reaching implications.

Managerial Direction: You provide the employee with assignments in terms of broad practice, precedents, policies, and goals. Work may be reviewed for fulfillment of program objectives and conformance with departmental policy and practice.

Long-Range Managerial Direction: The employee generally proceeds independently in accordance with general plans, policies and purposes of the department. Results of work are considered technically authoritative and are normally accepted without significant change.



17. List other factors or aspects of the job that should be considered in evaluating this position.

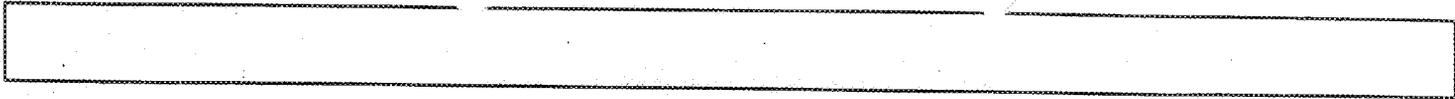
This position involves working under continuous pressures and stress of impending deadlines, extremely heavy workloads, and very sensitive personnel issues. Work beyond the normal work week is sometimes required due to workload demands and relative shortage of staff resources. Ability to handle considerable personal stress is essential, particularly in dealing with extremely heavy workload issues and employees in adverse circumstances. Flexibility in adapting to constantly changing priorities is essential.

18. I certify that the entries on all previous sections are accurate and complete with the exceptions noted.

Supervisor's Signature:

Date:

July 14, 98



APPOINTING AUTHORITY SECTION

Items #19 through #21 are to be completed by the Appointing Authority (or Designee)

19. ORGANIZATIONAL CHART

In the spaces provided below, sketch your organizational chart. The chart should show the name/title of the person supervising the position and the name(s) or title(s) of persons reporting to this position. If you have an existing organizational chart that conveys this information, feel free to attach it instead of drawing it here.

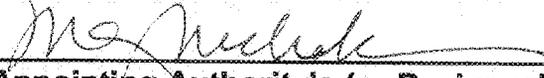
See attached.

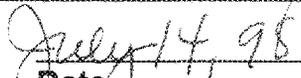
The appointing authority (or designee) should not alter any statements made by the employee or their supervisor on the previous pages, but may comment on them below.

20. Indicate any exceptions or additions to the statements on the Employees or Immediate Supervisor Sections.

[Empty space for providing exceptions or additions to statements on Employees or Immediate Supervisor Sections.]

21. As the Appointing Authority (or designee), I certify that the entries on all previous sections are accurate and complete with the exceptions noted.


Appointing Authority's (or Designee's) Signature


Date



CLASSIFICATION DETERMINATION REPORT

Date: July 24, 1998 Report No.: 98-2218

POSITION IDENTIFICATION
Department: City Light
Classification Title: Civil Engineer, Associate
Ordinance Title: Civil Engineer, Associate
Position Number: 012855
Bargaining Unit: 034 Current Salary: \$22.26 - \$25.97 (Range: N/A)

RECOMMENDED ACTION
Classification Title: Civil Engineer, Senior
Ordinance Title: Civil Engineer, Senior
Legislation Required: Yes
Bargaining Unit: 032 Recommended Salary: \$25.00 - \$29.10 (Range: N/A)
Remarks: The recommended effective date of this action is August 1998, as requested by the department.

INCUMBENT STATUS
Incumbent: Vacant
Current Standing: N/A
Recommended Standing: N/A
In recommended standing, incumbent status is: N/A
 Regular; Probationary; Temporary
Authority: Personnel Rule
 2.3.100; 2.3.200; 2.3.300.
Remarks: The abbreviated PDQ is attached.

Recommended: Team 1 *ijp* Classification/Compensation Analyst

Approved: Edie Jorgensen *EJ* Classification/Compensation Supervisor

Lidia Santiesteban *LS* Classification/Compensation Director

Norma McKinney *NM* Personnel Director

RECEIVED

MAY 26 1998 4R Div.



CITY OF SEATTLE PERSONNEL DEPARTMENT

Classification/Compensation Unit

RECEIVED
CLASS/COMP
JUN 3 1998
FILE # _____

**ABBREVIATED
POSITION DESCRIPTION QUESTIONNAIRE**

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

DEPARTMENT/DIVISION: Light/Engineering Services Division

POSITION NUMBER: 012855

DATE REQUESTED: May 26, 1998

EFFECTIVE DATE: August 1998

CLASSIFICATION REQUESTED: Civil Engineer, Senior

POSITION PURPOSE: Create a lead designer who can mentor subordinate staff in the planning , design and construction of major O&M and CIP projects. This person must be able to apply PE Stamp and sign project documents. This will provide a logical career progression in the civil discipline which now does not exist.

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. Coordinates/leads/reviews the preliminary/final designs and construction of the most complex Civil, Structural, Hydrologic type of projects dealing with City light's Generation, Transmission, Substation and Distribution facilities.	50
2. Mentors and trains less experienced professional civil engineers in developing the skill and knowledge base of the Civil Engineering Unit.	15
3. Assists the Supervisor in the budget process and planning and monitoring of the group's work load.	10
4. Takes the lead in developing the technical scope of work, interview and selection, and review of the work performed by outside consultants.	10
5. Meets with in-house engineering disciplines and clients in the planning, development and maintenance of new projects and existing facilities.	10
6. Prepares and/or reviews a variety of reports, correspondence and official documents.	3
7. Participates in and/or leads in the selection and hiring of subordinates. (No performance appraisals are done by this person).	2

POSITION ALLOCATION CRITERIA:

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

Positions in this class may supervise and/or serve as project engineers/managers on the most technically complex, visible and/or high priority projects or programs. These projects require a high level of technical proficiency as well as coordination and administrative responsibility. Most positions require the ability to coordinate the efforts of a multi-discipline, multi-agency project team to complete a defined assignment or CIP.

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

Positions in this advanced level class require an extensive knowledge of the principles, practices and procedures of civil and construction engineering, including the methods, materials, equipment and techniques used in civil engineering, construction and inspection; and extensive knowledge and ability to perform civil engineering design. This class may lead or supervise professionals and technicians or serve as a technical expert in a civil engineering specialty area.

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

Prepares budgets, workload forecasts, project variance reports, and progress reports. Supervises activities of a design team in the preparation of preliminary and long range plans, schedules, estimates, budgets, detail final construction plans, specifications, and agreements.

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

Serves as the technical expert in an engineering specialty area. Monitors the work of consultants, prepares and administers consultant and construction contracts, monitors contract progress, and reviews invoices for approval.

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

Supervises activities of a design team in the preparation of preliminary and long range plans, schedules, estimates, budgets, detail final construction plans, specifications, and agreements.

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

Prepares a variety of reports, correspondence and official documents.

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

Participates in the selection and hiring of subordinate positions.

REASON FOR THE REQUESTED CHANGE:

The Unit requires an increased level of technical expertise in order to provide the knowledge and skills of a lead designer capable of performing the most complex civil engineering design work, guiding and mentoring subordinate staff, and coordinating and reviewing work products from consultants. This designer/lead in charge of the civil design must be able to apply the PE stamp to project documents. At this time a clear, logical career progression is missing within the Unit; this reclassification will resolve that issue.

Ronald E. Bates
Supervisor or Requester Signature

5/26/98
Date

Jay Zank
Department Head Signature

5/27/98
Date

For Personnel Use Only

POSITION NUMBER: 012855 TITLE: Senior Civil Engineer

APPROVED AS REQUESTED: Yes No

OTHER RECOMMENDED ACTION:

Irene Agunoyemi
Personnel Analyst Signature

7/24/98
Date

Gary M. Jensen
Personnel Analyst Supervisor Signature

7/31/98
Date



**ABBREVIATED
POSITION DESCRIPTION QUESTIONNAIRE
INSTRUCTIONS**

Purpose: The Position Description Questionnaire (PDQ) is the primary source document to describe a position for a classification review. The *Abbreviated* PDQ is a shortened version of the City's regular PDQ which may be used, under the circumstances described below, by departmental management to request a classification review. The PDQABR is geared toward reclassification situations in which an incumbent employee is not affected—usually new or vacant positions. The purpose of this form is to minimize the time a department spends in completing the form, and the time for City Personnel's Classification/Compensation Unit to complete their review. This form asks for the minimum information necessary in order for City Personnel to make a reasonable and defensible classification determination on a position.

When to Use the Abbreviated PDQ: The PDQABR may be used by a department in-lieu-of the regular PDQ to request a classification review when all of the following conditions are met:

- The request is being initiated by the department's management;
- The position under review is either *currently vacant* or a *proposed new position*;
- The department is requesting a title for which a class specification already exists; or
- The department believes that the position can adequately be described using the abbreviated format.

When Not to Use the Abbreviated PDQ: Conversely, the PDQABR should *not* be used if *any* of the following conditions are met. (In these cases, the regular PDQ should be used.)

- The request is being made by an employee who is (or ever was) occupying the subject position;
- The position under review is currently filled; or
- The request is for a new title (i.e., a title for which there is currently not a written class specification).

Using the Abbreviated PDQ: The department should have a clear idea of the title that is the desired outcome of the classification review. The person completing the PDQABR should have the class specification for that title in hand. Under "Position Summary," describe the duties of the subject position; and under "Position Allocation Criteria," explain how those duties relate to specific duty statements on the class specification. The instructions on the PDQABR are intended to be brief and self-explanatory, but please feel free to call the Class/Comp Analyst assigned to your department if there are any questions.

Class/Comp's Review of the Abbreviated PDQ: If the Class/Comp Analyst agrees with the requested title, the Analyst will attach a report cover sheet and the completed PDQABR will become the text for an expedited classification report. If the Analyst has any questions on the PDQABR, or does not agree with the requested title, the Analyst will contact the department for more information.



CLASSIFICATION DETERMINATION REPORT

Date: June 4, 1998	Report No.: 98-1812
POSITION IDENTIFICATION	
Department:	Civil Rights
Classification Title:	Held In Abeyance
Ordinance Title:	Assistant Systems Analyst
Position Number:	010971
Bargaining Unit:	034 Current Salary: \$17.53 - 20.44 (Range: N/A)
RECOMMENDED ACTION	
Classification Title:	Systems Programmer Analyst
Ordinance Title:	Systems Programmer Analyst
Legislation Required:	Yes
Bargaining Unit:	030 Recommended Salary: \$18.37 - 21.42 (Range: N/A)
Remarks	Classification title was held in abeyance
INCUMBENT STATUS	
Incumbent:	
Current Standing:	Assistant Systems Analyst
Recommended Standing:	Systems Programmer Analyst
In the Recommended Classification, Incumbent Standing is:	No Change

Recommended: Schematic Team *CDS* Classification Analyst(s)

Approved: Edie Jorgensen *[Signature]* Classification Supervisor

Lidia Santiesteban *[Signature]* Classification/Compensation Director

Norma McKinney *[Signature]* ~~Personnel~~ Personnel Director

Position Identification And Source Of Request

The subject position was reviewed last in the 1994 Budget, and at that time allocated to the *Ordinance* title of Assistant Systems Analyst. The position's Classification title was '*held in abeyance*.' Since that time, several new classifications have been adopted and positions have been allocated to corresponding titles.

Review of the position's assigned body of work indicates that it performs work similar to that characterized within the class specification of Systems Programmer Analyst. Positions allocated to the Systems Programmer Analyst class troubleshoot software problems and provide corrective actions; design data entry screens and spreadsheets; maintain enhancements to existing systems; and train users on the use of a system and/or enhancements.

Note: For a complete listing of the subject positions' responsibilities, see the Position Descriptions Questionnaire (PDQ) contained within the position file.

Recommendation:

It is clearly evident, based on the latest PDQ on file, that the body of work assigned to this position should be classified as Systems Programmer Analyst. We therefore, recommend the following:

- that the subject position be reclassified to the title of Systems Programmer Analyst, with no change in the employee's incumbency status.
- that the effective date should be January 1, 1994, to reflect the date the position was reclassified to the Ordinance title of Assistant Systems Analyst.

Costing

If implemented on the 1998 Third Quarter Ordinance, the maximum estimated cost of implementing this action would be \$10,939.81. This figure includes any current and retroactive (*if applicable*) cost for this action. The ongoing annual cost for this action would be \$2,385.10. The calculations are based on the difference between the top step of the current and the recommended salary range and includes statutory benefits (*FICA, etc.*). The actual amount payable to any affected employee will vary.

3418

CITY OF SEATTLE
EXECUTIVE SERVICES DEPARTMENT



CLASSIFICATION DETERMINATION REPORT

Date: July 13, 1998

Report No.: 98-1937

POSITION IDENTIFICATION

Department: Civil Service Commission

Classification Title: Exempt

Ordinance Title: Executive Director

Position Number: 025515

Bargaining Unit: 030 Current Salary: \$24.26 - \$28.24 (Range: 38.0A)

RECOMMENDED ACTION

Classification Title: Exempt

Ordinance Title: Strategic Advisor 2, Exempt

Legislation Required: Yes

Bargaining Unit: NA Recommended Salary: \$25.20 - \$34.02

Remarks: Copy of MPDQ attached.

INCUMBENT STATUS

Incumbent:

Current Standing: Exempt

Recommended Standing: Exempt

In recommended standing, incumbent status is: N/A

Regular; Probationary; Temporary.

Authority: Personnel Rule

2.3.100; 2.3.200; 2.3.300.

Recommended:	Team 1 <i>iyd</i>	Class/Comp Analyst
Approved:	Edie Jorgensen <i>EJ</i>	Class/Comp Supervisor
	Lidia Santiesteban <i>LRS by ej</i>	Class/Comp Director
	Norma McKinney <i>AM</i>	Personnel Director

SOURCE OF REQUEST

This position was reviewed as a result of a request from position incumbent for inclusion in the Strategic Advisor program. Position 025515 is located in the Civil Service Commission where it serves as the Executive Director. In that capacity, position 025515 is responsible for the overall operation of the Commission in the fulfillment of its Charter mandated responsibilities.

Background Information:

Position 025515 was created in the 1997 Budget. At the inception of the APEX/Manager/Strategic Advisor Programs, the previous position incumbent declined to participate. However, with the change in the Executive Director, (December 3, 1997), the overall duties and responsibilities of position 025515 and the strategic direction taken by the Commission, the current position incumbent opted to participate in the programs. The request asked that the position be reviewed for placement in the Strategic Advisor 3 band.

ANALYSIS AND RECOMMENDATION

Scope of Review: The position was reviewed by a team of class/comp analysts for inclusion in the Strategic Advisor Program. The point factor analysis yielded 500 points in the Strategic Advisor point factor system resulting in its allocation to Zone 2. According to the MPDQ, in 1999-2000 position 025515 will assume new responsibilities set by the Commission. At that time, the position could be reviewed as these additional responsibilities may entitle the position to a pay adjustment in the band.

The points for each dimension are listed below.

Point Factor Dimensions:

Program	Policy	Technical	Budget/ Fiscal	Human Resources	Communications	Matrix
High/150	Med/175	Med/50	Low/0	Med/25	High/100	Low/0

Recommendation:

Based on the duties and responsibilities, we recommend that this position be designated as a Strategic Advisor 2, exempt, effective January 7, 1998.

RECEIVED
 CLASS/COMP
 JUN 9 - 1998

**MANAGER & STRATEGIC ADVISOR
 POSITION DESCRIPTION QUESTIONNAIRE**

EMPLOYEE SECTION

Date: June 8, 1998	
1.	Submitted By:
Phone Number: 684-0223	Mail Stop: 14-03-02
Department: Civil Service Commission	Division

2.	Current Position Information:
Position Holder(s)	Position Number(s)
1)	00025515
2)	
Current Ordinance Title: Executive Director	
Work Address: 700 Third Ave # 360 Seattle 98104	

Immediate Supervisor's Name: Kenneth M. Lowthian	
Title: Chairperson CSC	Phone # 386-1301

Next Higher Supervisor's Name:	
Title: Commissioner	Phone

PLEASE NOTE: You are invited to use additional sheets for any section on this form if you need them.

Under the section headed Current Position Information, list both the name(s) of the employee(s) and the number(s) identifying the position(s) they hold. Another term for Ordinance Title is Payroll Title, which may not be the same as your working title. Contact your department's Human Resources Representative or City Personnel's Records Unit for the position number information of the position's Ordinance Title.

3.	POSITION SUMMARY <i>Briefly summarize the work of this position in 1 to 5 sentences. (To be completed by employee, supervisor or HR Unit of a department)</i>
<p>This position serves as Executive Director of the Civil Service Commission and is responsible for the overall operation of the Commission in the fulfillment of its Charter mandated responsibilities. These are 1) to serve as an employee appeal body in all matters pertaining to disciplinary actions or alleged violations of the personnel ordinance and rules, and 2) to review the administration of the personnel system, propose legislation, and make recommendations to the Mayor and City Council as it deems appropriate. The Commission investigates allegations of nepotism in hiring by elected officials.</p> <p>The Commission delegates to the Executive Director, the authority to act on these mandates and to perform all functions that relate to their proper administration. These include the conduct of pre-hearing conferences for the purposes of obtaining a settlement where possible, working with other department heads to establish and implement joint programs related to personnel issues such as training, alternative dispute resolution, etc., and working with Council, Council Staff and the Mayor's office to affect policy decisions that impact a wide range of Personnel issues.</p>	

4.

Reason For Request

Please identify the date this position was last reviewed, the reason for submitting this new request for review and specify the changes that have occurred in duties and responsibilities since the last review.

This position was reviewed during the 1997 budget process when an effort was originally made to combine this Commission with the Public Safety Civil Service Commission. During the 1997 review period, the salary range of the position was reduced as part of a series of budget cuts, but the title was changed from Staff Assistant to Executive Director.

Later in the process, the position was reviewed when it was determined that only the support work of this Commission would be combined with that of the Public Safety CSC. The previous incumbent, however, opted out of participation in the Manager/Strategic Advisor Program so the work of the position as performed then was not reviewed for this purpose.

The reorganization of the two commissions, which did involve combined support staff in 1997 was not successful. As such new support staff that was dedicated to the CSC was funded in 1998. With the reinstatement of dedicated support staff and a new Executive Director, the duties and responsibilities of this position, as currently performed, have never been reviewed for classification purposes.

With the two Commissions again functioning as fully separate entities, with separated budgets and support staffs, the Commission has renewed its involvement in personnel policy issues and strategic advisement. Additionally, in its 1999-2000 Budget Issues Paper, the Commission has set approved goals that will substantially increase its impact on all departments and on policy making bodies.

This position requires review for entry into the Manager/Strategic Advisor Program.

5.	Point Factor Questions
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Please answer the following questions as thoroughly as possible, give examples of work where appropriate and estimate the percentage of time spent performing a particular function.

It is easiest to think of a job as a time block, such as an 8 hour day, a 40 hour week, a bi-weekly pay period, a month, or a year. Within this time block, roughly estimate how much time is spent performing each duty.

%	A. Human Resources Management - refers to managing, monitoring and administering human resources, including direct and indirect supervision.
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1. Do you manage subordinate supervisors? Yes or **NO** (circle one)
If yes, how many?

2. How many staff do you supervise in total, including those who report directly to you and those who report through subordinate supervisors? Please list specific Positions. ONE Ad Spec II (Reclass to Admin Staff Assist requested for 1999-2000.)

3. Do you provide lead direction, including assigning, monitoring and reviewing work? YES

%	B. Budget/Fiscal Management - refers to managing, monitoring and administering resources.
---	--

1. What is your role in budget or fiscal management?

This position has full responsibility for all budget and fiscal management issues related to the Commission. This position develops the budget, works with the City Budget Office to initiate budget requests and develop programs, serves as finance analyst and manager, and provides all related budget reports as required.

2. What is the impact of your budget and/or fiscal recommendations on City services, programs or activities?

The Commission's budget is small and has a limited impact to the City. The impact involves the administration of the City's hearing process – issues of speed and due process. However, the Commission's fiscal recommendations may have a much larger impact on City services since they may involve programs or activities that involve millions of dollars. Fiscal recommendations may involve or impact all departments Citywide and have a direct effect on policy as well as financial implications.

These recommendations might involve work directly with the Council and Mayor's office for the development of an Alternative Dispute Resolution Program, or with the City Budget Office for tracking of Citywide discipline to determine similarities and/ or differences from department to department.

The Commission makes these fiscal recommendations in its budget and throughout the year

3. What is the size of the budget which you administer? \$155,000

4. How many separate funding sources do you manage? Do these have specialized funding source requirements?

Four
No

5. Are you required to manage significant contracts as part of your job? If so, please give examples.

No

6. Are you responsible for developing or implementing strategies designed to save the City money?

Yes. Example: Utilizing alternative dispute resolution to settle cases saves cost of hearing and of time loss by appellants and witnesses. Developing automated systems to increase productivity and reduce cost. Establishing procedures for handling cases that remove liability and potential for legal consequence. Developing policies that improve consistency in the administration of the personnel system results in fewer legal challenges both at the commission and carried further to higher courts. These are highly expensive procedures that can be avoided through the development and implementation of cost saving strategies.

%	C. Program Management - refers to responsibility for developing, implementing, advocating, administering and evaluating identifiable programs(s). A program has an identified set of policies, procedures, budget, identified and measurable outcomes associated with it, and has clear boundaries in relation to other programs and activities.
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1. Do you manage a program or programs as defined YES No. (circle one)

2. If yes, what program(s) do you manage?

The Executive Director manages the Commission's Hearing process as defined in the Civil Service Commission Rules of Practice and Procedure.

The Executive Director manages the Commission's Alternative Dispute Resolution program.

The Executive Director manages the Commission's day to day business which is a program that involves policy and legislative review, and work with other departments, the City Council and the Mayor's office on a variety of issues and initiatives.

The Executive Director will be managing the Commission's new Technology Initiative and the Commission's new Citywide training program.

3. How are the objectives for this or these programs set? Who sets them?

The Commission delegates to the Executive Director, significant discretionary authority to develop and execute program policy and to allocate program resources. The Executive Director plans, develops, creates implements and evaluates these programs, defines measurements for their accomplishment, and is accountable for their accomplishment.

The Commission and the Executive Director agree to program policy and a work plan and strategy which the Executive Director is responsible for putting together and carrying out.

The Commission may also present issues to the Exec and develop a plan with the Exec for developing a program. The Executive Director is responsible for carrying out the program, developing measurements, and being accountable for the achievement of its objectives.

4. Please describe your role in program development. Do you have any responsibility for making program recommendations? Please describe.

The Executive Director proposes programs to the Commission and the Commission reviews these. When the Commission wants to pursue a proposed program, the Executive Director proposes a work plan and strategy which, if approved is implemented and carried out by the Exec. The Commission may also propose programs and program development plan is made.

5. What is your role in defining measurements and assessing accomplishments for this program or these programs? To whom are these measurements reported?

The measurement aspects of a program are usually built into its design. The Executive Director is responsible for developing the measurements as well as the program design. These are reported to the Commission on a monthly basis.

6. What is the impact of this or these programs on external constituents?

Case precedents set at the Commission have a direct impact on employment law, most specifically when a case is carried on to Superior Court. Policies developed and the consistent application of the Personnel system affect the practice of employment law as a whole when certain aspects, which apply to all labor/management relations, are challenged.

%	D. Policy Management – refers to responsibility for developing, implementing and advising decision-makers on policy.
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1. Do you develop, recommend or provide input to policies which directly impact the public? Please describe.

This position develops policies regarding the administration of employment law. Precedents set in the Commission's Hearing process may be challenged in Superior Court where, if upheld, they have an impact on other employment cases that involve the general public.

2. What is your role in presenting and defending policy recommendations to elected officials, executive decision-makers or department directors?

The Commission delegates substantial discretionary authority to this position so that it may work directly with the Mayor's Office, the Council, and Dept. Heads, to shape and/or strongly impact policy as well as to defend policy decisions, proposed legislation, and strongly influence policies which impact the conduct of business on a Citywide basis.

3. What are the impacts of such policies on the City's ability to fund and deliver programs and services?

This depends on the policy. The Commission's policy on "Compensation for Appellants" will cost the City additional funds. The Commission's Alternative Dispute Resolution policy, however, is expected to save the City money. In both cases, the City will fund the services.

Most frequently, and appropriately, the funds for delivery of a program or service are approved in the budget so that the impact is not severe. This position, however, does work to strongly influence the nature and scope of the programs by providing advice to the Mayor and Council.

4. What might the duration of this policy impact be - immediate or short-term, a year or more, or long-term and cumulative? Why?

This position, under authority delegated by the Commission, develops policy options and makes recommendations on a wide variety of issues relating to the administration of the Personnel System. The position is responsible for developing solutions to difficult policy issues, along with plans to implement these solutions, that will have a long term impact, such as solutions which will require legislation and/or changes to rules, policies and procedures.

This position provides advice and recommendations of long term impact to elected officials and executive decision makers. Most issues related to the administration of the personnel system are not, by definition, short term issues. Generally, the solutions must have a long term impact so that the people affected can receive the benefit of the solution.

The responsibility for carrying out this responsibility is a direct mandate of the City Charter, the Municipal Code, and the Commissions Rules of Practice and Procedures.

%	E. Technical Management -- refers to responsibility for technical expertise, typically in a technological or scientific discipline, including such elements as managing expert staff, serving as a strategic advisor or expert, and having technical competencies spanning various disciplines.
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1. Do you or your staff deal regularly with technical, legal or highly-analytical issues? What types of issues?

This position and its administrative support staff deals with both legal and highly analytical issues on a daily basis. The Commission's hearing process is a sanctioned, binding, quasi-judicial proceeding. All elements of it must be carried out in strict accordance with the law and with the requisites of due process. The Executive Director issues orders, continuances, subpoenas, frames issues, writes case decisions for the Commission, writes settlement agreements on behalf of disputing parties, and negotiates settlements between parties.

The Executive Director is also responsible for utilizing highly analytical skills to work with a broad range of policy issues, legislation and both short and long range strategic planning concepts. The Executive Director serves as a strategic advisor to the Commission and applies a series of specific analytic skills in statistical analysis, finite mathematics and logic, to the analytic work performed. Issues raised before the Commission impact the City on a long term basis. These issues involve all aspects of the administration of the personnel system.

2. Please describe your role as technical expert or strategic advisor of specialized expertise.

This position requires a full working knowledge of a broad spectrum of laws and rules. Strategic Advisor to the Commission on all policy issues relating to the administration of the personnel system, as required by the Seattle Municipal Code and the City Charter City of Seattle Charter, Civil Service Commission, Rules of Practice and Procedure, Fair Labor Standards Act, Personnel Rules, Guidelines and Policies, City Budget Guidelines and Manuals, City Accounting and Purchasing Guidelines and manuals and CBAs.

Strategic Advisor to the Commission on the issues raised by different cases filed with the Commission as they affect Personnel Policy and the administration of the Personnel System. Expert in Alternative Dispute Resolution, member American Arbitration Association.

Work with Council members, staff and the Mayor's office and Dept. Heads, on initiatives related to the Commission's work which have Citywide impact.

Provide leadership, focus and direction to diverse groups to achieve important City objectives that cross departmental lines.

3. Does this work require specific licenses or degrees? What are these requirements?

A graduate degree in Business Administration, Public Administration is a minimum standard. Additional training in alternative dispute resolution, arbitration, mediation is critical.

Experience in gov't policy is mandatory irrespective of the degree.

%	F. Communications Management - refers to effective representation of the City or City interests before internal and/or external constituencies or as part of group processes.
---	--

1. Does your position require you to represent your department or functional area Before internal and/or external constituencies? Please describe.

Internal Constituencies. The Executive Director represents the Commission to the Mayor, the City Council, Council Staff, Department Heads, the Small Department Group, all Department Heads, the budget office, employees engaged in the Commission's hearing process, City Attorneys and private attorneys, and employees that are involved in Commission training.

2. What types of issues make up your major communication challenges?

Communicate the Commission's hearing process.
Communicate the Commission's position on current rules and on policy issues.
Communicate the Commission's position on potential programs under consideration.

3. Does your job require you to manage or promote on-going relationships with external constituencies? Please describe.

Outside Attorneys representing City Employees,
Superior Court
Court of Appeals

4. Does your job require garnering support, shaping opinions, advocating controversial positions or achieving important City objectives? Please describe.

Yes. The Commission's position on Compensation for Appellants is a controversial one. It require the support of the Personnel Division and of major Departments like City Light. The Commission's Technology Initiative requires the support of several different departments as well as the Council and Budget Office. The Commission's proposed ADR program requires the support of the Mayor's office – where things are still under consideration. The Commission's position on the procedures for exempting positions from the civil service required the support of the President of the City Council. All of these have full Citywide impact, and are among the objectives put forth by this administration as requiring resolution.

%	G. Matrix Management - refers to coordinating and/or integrating functions, systems, or programs, and managing, leading and/or facilitating the work of individuals, groups or teams across functional, departmental and/or jurisdictional lines without full managerial/supervisory control, including administrative managers across functional lines, and the management of non- employees such as contractors and volunteers.
---	--

1. Do you actively manage and/or represent the priorities and interest of elected officials and or Department Heads on cross-functional, cross departmental or cross jurisdictional teams? Please describe.

In the 1999-2000 budget the Commission will be taking the lead in the development of a Technology Initiative. The Executive Director will be responsible for representing the priorities and interests of department head on a cross functional team.

2. Is matrix management and/or leadership a significant part of your job? What types of issues do you deal with?

Matrix management will become a significant part of this Position's work when the technology initiative is underway. It will deal with issues of the administration of discipline throughout the city and these factors will be related to several others that are a part of the system. The approach will be Citywide, and interdepartmental.

3. Which occupations, organizations, etc. are represented on teams which you manage or participate on?

The technology initiative will likely include programmers, council staff, personnel policy staff, input from dept heads and the law department.

4. Are you required to facilitate public involvement processes? Please describe the type and purpose of these public involvement processes.

No.

Total % = 100

6. List examples of decisions you make when guidelines are not available.

Decisions might include choosing approaches to solve problems, providing input to the work plan, selecting staff.

The Civil Service Commission meets once each month, as required. During that time, all issues that have been raised during the prior month are raised to the Commission. The Executive Director functions somewhat independently during the interim and makes a broad range of decisions.

The Executive Director makes all decisions regarding appeals placed before the Commission unless they have been appealed directly to the Commission after the standard hearing process. These decisions include eligibility of appeal and appellant, timeliness of filing, whether to grant a continuance, issue subpoenas, attempt a settlement agreement, or file any one of a number of orders.

As appeals frequently raise policy issues, the Executive Director makes decisions about how and when these issues will be raised and to whom they will be raised.

The Executive Director determines when it is necessary to contact the Council or the Mayor's office to discuss certain policy issues or new programs in which the Commission may be involved.

The Executive Director decides how to respond to correspondence relating to the administration of the personnel system.

The Commission delegates substantial authority to the Executive Director who writes the budget, proposes new initiatives, develops strategic goals for the Commission and makes the necessary decisions to implement these on a day to day basis.

The Executive Director makes all final decisions with respect to the operation of the Commission's offices and all hiring and firing decisions with respect to administrative support staff.

7. Signature Section (If signature is other than the current incumbent, please indicate relationship to this position.)

I (we) certify that the entries on the Employee Section are accurate and complete.

Signature	Date	Signature	Date



IMMEDIATE SUPERVISOR SECTION

Items #8 through #18 are to be completed by the immediate supervisor.

8. Describe the purpose of the work unit or area.

The Civil Service Commission is provided specific mandates under the Seattle City Charter:

1. To serve as an employee appeal body on all matters of discipline and on alleged violations of the personnel system.
2. To review the administration of the personnel system and to provide advice and recommendations to the Mayor and the City Council as it deems appropriate.
3. To investigate claims of nepotism or undue influence in hiring with respect to elected officials.
4. To propose legislation as it deems appropriate.
5. To hear employee appeals that are appealed after a hearing by the Hearing Examiner.

9. Describe the purpose of the employee's position.

The Executive Director is responsible for the conduct of the employee appeal process. The position represents the Commission to the public, the press, the Council, the Mayor's office, Department Heads, and all appellants and department staff.

The Executive Director has full budget and finance responsibility and is accountable for this.

The Executive Director provides strategic advice to the Commission. This position raises issues to the Commission regarding personnel policy and the administration of the personnel system and is responsible for working with the personnel division and other departments to affect solutions to these difficult issues.

The position is responsible for reviewing all pending legislation and determining the impact of given legislation on civil service employees.

This position functions independently and reports to the Commission on a monthly basis. The Executive Director contacts the Commission chairperson when issues are raised that require further advisement before a course of action is taken or a response is made.

The supervisor should not alter any statements made by the employee on the previous pages, but may comment on them in the space provided below.

10. Indicate any exceptions or additions to the employee's statements.

The statements made by the employee are correct. This is a highly responsible position whose duties and responsibilities have Citywide impact.

Source of Request and Position Identification:

This position was initially reviewed as a budget request from the department. The position is located in the Personnel Division/Benefits Unit.

Position History:

Detailed historical data of the position can be accessed via the Personnel Division's Records Unit. The position was created effective January 1, 1993 as a Benefits Assistant, then retitled to Personnel Analyst, Assistant. The incumbent has been in the position since January 13, 1993.

Scope of Review:

This review was conducted by Carl Swanson, Classification Analyst assigned to Team 1. The review of the subject position included analysis of the following:

- ◆ the Position Description Questionnaire (PDQ) submitted for this review;
- ◆ Team 1's review/analysis of subject position's information;
- ◆ comparison to similar positions;
- ◆ review of the organization chart affecting the subject position;
- ◆ position's history records and related classification files.

Summary of Work:

The essential purpose of this position is to assist with the administration of Citywide employee and retiree benefit plans.

Duties include:

- providing training and guidance and resolving problems for other benefits staff;
- gathering and independently evaluating information related to benefits issues;
- preparing, writing and issuing RFPs;
- communicating benefit programs coverage to employees;
- provide advice and information to department HR and payroll staff; and
- research and analyze benefit alternatives and cost impacts .

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:**class concepts:****PERSONNEL ANALYST, ASSISTANT**

Positions in this class perform technical and paraprofessional tasks to process, research, interpret and make recommendations on a variety of human resources transactions; maintain human resources related databases; and perform a wide range of activities in centralized human resources programs and functions, which may include records and information management, classification and compensation, and employee benefits.

PERSONNEL ANALYST

Positions in this class perform work associated with the research, analysis, development and administration of centralized personnel programs and functions, including employee benefits, employment services, classification and compensation systems, and contract administration.

This position has been assigned additional duties which now indicate a reallocation is necessary. This position has moved from the assistant level to the journey level of the Personnel Analyst class series. The duties are similar to another position in the Personnel Analyst series, though at a lower level.

Recommendation:

Based on the duties and responsibilities assigned, we recommend that this position be reallocated to Personnel Analyst, effective August 5, 1998, to coincide with the payroll period.

Costing

If implemented on the 1998 Third Quarter Ordinance, the maximum estimated cost of implementing this action would be \$4867.55. This figure includes any current and retroactive (*if applicable*) cost for this action. The ongoing annual cost for this action would be \$11,682.11. The calculations are based on the difference between the top step of the current and the recommended salary range and includes statutory benefits (*FICA, etc.*). The actual amount payable to any affected employee will vary.



CLASSIFICATION DETERMINATION REPORT

Date: June 26, 1998

Report No.: 98-1936

POSITION IDENTIFICATION

Department: Civil Service Commission
Classification Title: Administrative Specialist II
Ordinance Title: Administrative Specialist II
Position Number: 025687
Bargaining Unit: 030 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: See next page for pertinent allocation

INCUMBENT STATUS

Incumbent:
Current Standing: Administrative Specialist II
Recommended Standing: Administrative Staff Assistant
In recommended standing, incumbent status is:
[X] Regular; [] Probationary; [] Temporary.
Authority: Personnel Rule
[] 2.3.100; [X] 2.3.200; [] 2.3.300.
Remarks: Reclassification

Recommended: Team 1 *SLY iyo* Classification/Compensation Analyst(s)

Approved: Edie Jorgensen *EJ* Classification/Compensation Supervisor

Lidia Santiesteban *LS* Classification/Compensation Director

Norma McKinney *NM* Personnel Director

Source of Request and Position Identification:

This position was reviewed as a result of a request from the Commission. Position number 025687 is located in the Civil Service Commission, which is responsible for hearing appeals involving the administration of the Personnel System and submitting recommendations concerning the personnel system to the Mayor and Council as it deems appropriate.

Scope of Review:

This review was conducted by Susie Hansen Farrell, Classification Analyst assigned to Team 1. The review of the subject position included analysis of the following:

- ◆ Position Description Questionnaire (PDQ) dated June 8, 1998 and submitted for this review;
- ◆ Review/analysis of subject position information;
- ◆ Classification specifications for Administrative Specialist II, Administrative Specialist III and Administrative Staff Assistant;
- ◆ Review of the organizational chart affecting the subject position;
- ◆ Position history records and related classification files;
- ◆ Comparison to similar positions.

Summary of Work:

The essential purpose of this position is to provide the full range of support functions to the Civil Service Executive Director, Commissioners and Hearing Examiner. These functions include monitoring the budget, developing and maintaining the Commission's database, scheduling hearings and meetings, maintaining case files, perform office manager-type functions, and special projects as needed.

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:

This position was reviewed in January, 1998 and reclassified to Administrative Specialist II. Since that time, there has been a substantial accretion of duties due to overall changes made to the operation of the Commission and the reorganization of its functions by the new Executive Director. These changes have resulted in changes to the nature and complexity of this position's body of work.

A new PDQ was submitted describing the new body of work. Most of the duties assigned to the position as Administrative Specialist II still exist; the following duties have been added.

- ◆ Maintain on-going contact with the highest level government officials and work effectively within that realm, providing full support to the Executive Director.

- ◆ Represent the Commission on interdepartmental committees and work groups that include policy-making bodies.
- ◆ Monitor the budget, reconcile figures, report discrepancies, authorize line item expenditures, and provide specialized financial reports. Work with the budget office and accounting to correct errors. Process and maintain office payroll and attendance records. Responsible for petty cash fund.

The class spec for Administrative Specialist II describes positions that perform the full range of administrative support for high level management, including preparing special reports, monitoring departmental projects, and maintaining spreadsheets. This class does not have responsibilities in the area of budget monitoring and tracking; therefore, the position under review now exceeds the duties assigned to the Administrative Specialist II title.

An Administrative Specialist III is distinguished from the Administrative Specialist II in that this level performs the more technically complex and responsible support tasks involving significant consequence of error or provides supervision of a group of employees engaged in support functions. Again, no budget responsibilities are assigned to this class; therefore, it is not the best match for the position under review.

An Administrative Staff Assistant serves as staff assistant to a small unit or to departmental management; performs general administrative functions and assists in the coordination of department projects and programs. These positions monitor and manage the unit's budget, authorize line item expenditures, and prepare financial status reports. They conduct research and data collection, coordinate and direct a variety of office management functions, and process payroll and attendance records. These positions use judgment to make decisions about day-to-day office and budgetary situations and interpret and apply policies and procedures to everyday situations. This description matches the duties of the position under review.

Recommendation:

Clearly this position has assumed a greater level of responsibility and accountability (representing the Commission at meetings, higher degree of decision-making authority and visibility). Because of this increased responsibility and because the duties of the position now exceed those described in the class spec for the Administrative Specialist class series, I recommend that this position be allocated to the Administrative Staff Assistant class effective May 1, 1998, the date requested by the Commission Executive Director.

Costing:

If implemented on the 1998 Third Quarter Ordinance, the maximum estimated cost of implementing this action would be \$7,755.62. This figure includes any current and retroactive cost for this action. The ongoing annual cost for this action would be \$11,633.43. The calculations are based on the difference between the top step of the current and the recommended salary range and includes statutory benefits (*FICA, etc.*). The actual amount payable to any affected employee will vary.



CLASSIFICATION DETERMINATION REPORT

Date: July 30, 1998 Report No.: 97-1459A

POSITION IDENTIFICATION

Department: Executive Service
 Classification Title: Accounting Technician I
 Ordinance Title: Accounting Technician I
 Position Number: 025769
 Bargaining Unit: 030 Current Salary: \$13.01 - \$14.51 (Range: 20.5B)

RECOMMENDED ACTION

Classification Title: Accounting Technician II
 Ordinance Title: Accounting Technician II
 Legislation Required: Yes
 Bargaining Unit: 030 Recommended Salary: \$14.00 - 15.66 (Range: 22.5B)
 Remarks: **Reclassification as a result of a Reconsideration Hearing.**

ADDENDUM to Report #97-1459 (Reconsideration Assignment Tracking #98-2247).

The Reconsideration Hearing was held on July 29, 1998, and attended by the City Payroll Supervisor (Priscilla Diers), Manager 3, Fin, Bud, & Actg. (Tita Carstensen) and Rates Mgmt Analyst (Vic Pineda); the Reconsideration Board (Class/Comp Director, Lidia Santiesteban; Class/Comp Supervisor, Edie Jorgensen; and Class/Comp Senior Analyst, Curt Funk) and Class/Comp Analyst representing Team 1, Irene Ogunyemi. The Manager 3, Fin, Bud, & Actg. explained that the position's duties and responsibilities, as well as the scope and complexity of the work is at the same level as position #s 021352 and 019318 in the Workers' Compensation Finance Unit. These positions are at the Accounting Technician II level. They 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. The Reconsideration Board determined that the body of work performed by the subject position is comparable to the aforementioned positions, and is consistent with the level, scope and complexity of the work outlined in the Accounting Technician II class specification #4000005. Therefore, the Reconsideration Board recommends that position # 025769 be reclassified to Accounting Technician II as requested in the 1998 Budget.

Recommended: Team 1 *ijo* Classification Analyst(s)
 Approved: Edie Jorgensen *ES* Classification Supervisor
Lidia Santiesteban *LS* Classification/Compensation Director
Norma McKinney *NM* Personnel Director

CITY OF SEATTLE
PERSONNEL DEPARTMENT



CLASSIFICATION DETERMINATION REPORT

Date: July 30, 1998		Report No.: 97-1460A
POSITION IDENTIFICATION		
Department:	Executive Service	
Classification Title:	Accounting Technician I	
Ordinance Title:	Accounting Technician I	
Position Number:	025770	
Bargaining Unit:	030	Current Salary: \$13.01 - \$14.51 (Range: 20.5B)
RECOMMENDED ACTION		
Classification Title:	Accounting Technician II	
Ordinance Title:	Accounting Technician II	
Legislation Required:	Yes	
Bargaining Unit:	030	Recommended Salary: \$14.00 - 15.66 (Range: 22.5B)
Remarks:	Reclassification as a result of a Reconsideration Hearing.	
ADDENDUM to Report #97-1460 (Reconsideration Assignment Tracking #98-2251).		
<p>The Reconsideration Hearing was held on July 29, 1998, and attended by the City Payroll Supervisor (Priscilla Diers), Manager 3, Fin, Bud, & Actg. (Tita Carstensen) and Rates Mgmt Analyst (Vic Pineda); the Reconsideration Board (Class/Comp Director, Lidia Santiesteban; Class/Comp Supervisor, Edie Jorgensen; and Class/Comp Senior Analyst, Curt Funk) and Class/Comp Analyst representing Team 1, Irene Ogunyemi. The City Payroll Supervisor explained that the position's duties and responsibilities, as well as the scope and complexity of the work is at the same level as position #s 021352 and 019318 in the Workers' Compensation Finance Unit. These positions are at the Accounting Technician II level. They 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. The Reconsideration Board determined that the body of work performed by the subject position is comparable to the aforementioned positions, and is consistent with the level, scope and complexity of the work outlined in the Accounting Technician II class specification #4000005. Therefore, the Reconsideration Board recommends that position # 025770 be reclassified to Accounting Technician II as requested in the 1998 Budget.</p>		

Recommended: Team 1 iyo Jw Classification Analyst(s)

Approved: Edie Jorgensen EJ Classification Supervisor

Lidia Santiesteban LS Classification/Compensation Director

Norma McKinney NM Personnel Director



CLASSIFICATION DETERMINATION REPORT

Date: July 22, 1998		Report No.: 98-1884	
POSITION IDENTIFICATION			
Department:	Executive Services		
Classification Title:	Held In Abeyance		
Ordinance Title:	Assistant Systems Analyst		
Position Number:	018190		
Bargaining Unit:	034	Current Salary: \$17.53 - 20.44 (Range: n/a)	
RECOMMENDED ACTION			
Classification Title:	Systems Programmer Analyst		
Ordinance Title:	Systems Programmer Anaiyst		
Legislation Required:	Yes		
Bargaining Unit:	030	Recommended Salary: \$18.37 - 21.42 (Range: n/a)	
INCUMBENT STATUS			
Incumbent:			
Current Standing:	Assistant Systems Analyst		
Recommended Standing:	Systems Programmer Analyst		
In the Recommended Classification, Incumbent Standing is:	No Change		

Recommended: Schematic Team *[Signature]* Classification Analyst(s)

Approved: Edie Jorgensen *[Signature]* Classification Supervisor

Lidia Santiesteban *[Signature]* Classification/Compensation Director

Norma McKinney *[Signature]* ~~Personnel~~ Personnel Director

Position Identification And Source Of Request

The subject position was reviewed last on November 8, 1991, and at that time allocated to the Ordinance title of Assistant Systems Analyst. The position's Classification title was 'held in abeyance.' Since that time, several new classifications have been adopted and positions have been allocated to corresponding titles.

Review of the assigned body of work indicates that the subject position is performing work similar to that characterized within the class specification of Systems Programmer Analyst. Positions allocated to this class troubleshoot software problems and provide corrective actions; design data entry screens and spreadsheets; maintain enhancements to existing systems; and train users on the use of a system and/or enhancements.

Note: For a complete listing of the subject positions' responsibilities, see the Position Descriptions Questionnaire (PDQ) contained within the position file.

Recommendation:

It is clearly evident, based on the latest PDQ on file, that the body of work assigned to this position should be classified as Systems Programmer Analyst. We therefore, recommend the following:

- that the subject position be reclassified to the title of Systems Programmer Analyst, with no change in the employee's incumbency status.
- that the effective date should be November 8, 1991, to reflect the date the position was reclassified to the Ordinance title of Assistant Systems Analyst.

Costing

If implemented on the 1998 Third Quarter Ordinance, the maximum estimated cost of implementing this action would be \$15,454.46. This figure includes any current and retroactive (*if applicable*) cost for this action. The ongoing annual cost for this action would be \$2,385.10. The calculations are based on the difference between the top step of the current and the recommended salary range and includes statutory benefits (*FICA, etc.*). The actual amount payable to any affected employee will vary.

CITY OF SEATTLE
EXECUTIVE SERVICES DEPARTMENT



CLASSIFICATION DETERMINATION REPORT

Date: 07/29/98 Report No.: 98-2068

POSITION IDENTIFICATION

Department: Executive Services Department (ESD), Personnel Division/Benefits
Classification Title: Personnel Analyst, Assistant
Ordinance Title: Personnel Analyst, Assistant
Position Number: 024064
Bargaining Unit: 030 Current Salary: \$15.94 - \$18.55 (Range: 27.0A)

RECOMMENDED ACTION

Classification Title: Personnel Analyst
Ordinance Title: Personnel Analyst
Legislation Required: Yes
Bargaining Unit: 030 Recommended Salary: \$20.04 - \$23.35 (Range: 33.0A)
Remarks

INCUMBENT STATUS

Incumbent:
Current Standing: Personnel Analyst, Assistant
Recommended Standing: Personnel Analyst
In recommended standing, incumbent status is:
 Regular; Probationary; Temporary.
Authority: Personnel Rule
 2.3.100; 2.3.200; 2.3.300.
Remarks:

Recommended: Team 1 *EDS* Classification/Compensation Analyst(s)
Approved: Edie Jorgensen *EJ* Classification/Compensation Supervisor
Lidia Santiesteban *LS* Classification/Compensation Director
Norma McKinney *NM* Personnel Director



CLASSIFICATION DETERMINATION REPORT

Date: 06/15/98	Report No.: 97-1559A	
POSITION IDENTIFICATION		
Department:	Fire	
Classification Title:	Administrative Specialist I	
Ordinance Title:	Administrative Specialist I - BU	
Position Number:	025190	
Bargaining Unit:	035	Current Salary: \$13.01-\$14.51 (Range:20.5B)

RECOMMENDED ACTION		
Classification Title:	Administrative Specialist III	
Ordinance Title:	Administrative Specialist III - BU	
Legislation Required:	Yes	
Bargaining Unit:	035	Recommended Salary: \$14.51-16.88 (Range: 24.5B)
Remarks	See next page for pertinent allocation information	

INCUMBENT STATUS		
Incumbent:		
Current Standing:	Administrative Specialist I-BU	
Recommended Standing:	Administrative Specialist III-BU	
In recommended standing, incumbent status is:		
<input checked="" type="checkbox"/> Regular;	<input type="checkbox"/> Probationary;	<input type="checkbox"/> Temporary.
Authority: Personnel Rule		
<input type="checkbox"/> 2.3.100;	<input checked="" type="checkbox"/> 2.3.200;	<input type="checkbox"/> 2.3.300.
Remarks: Effective date is July 30, 1997.		

Recommended: Team 1 *CDS JW* Classification/Compensation Analyst(s)

Approved: John Pearson *J* Classification/Compensation Supervisor

Lidia Santiesteban *YFS* Classification/Compensation Director

Norma McKinney *NM* Personnel Director

Source of Request and Position Identification:

This position was reviewed as a result of a represented grievance.

Position History:

Detailed historical data of the position can be accessed via the Personnel Division's Records Unit. This position is located in the Fire Prevention Division, Hazardous Materials (HazMat) Section. This position was created effective January 1, 1996, by Ordinance #117916, as an Administrative Specialist I. The incumbent has been in the position since March 6, 1996.

Scope of Review:

This review was conducted by Carl Swanson, Classification Analyst assigned to Team B. The review of the subject position included analysis of the following:

- ◆ Position Description Questionnaire (PDQ) submitted for this review;
- ◆ Team B'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:

The essential purpose of this position is to provide clerical support for seven HazMat Inspectors. Duties include:

- directing and checking the work of three clerical positions;
- running a list of the monthly renewals; checking the fees for each permit (250 - 650/mo); entering the correct fee into the database;
- reviewing hazardous materials permit applications; checking for the correct permit code, and that the correct invoiced fee has been paid; updating all information in the computer; issuing the permit; proofing the permit conditions and printing them;
- making multiple copies of the permit, permit conditions, site map, and hazardous material inventory statement; distributing and filing copies;
- giving information on permit policies and procedures to the public and firefighters over the phone and in-person;
- compiling information and preparing the section's monthly revenue report;
- scheduling temporary marine cutting and welding inspections for the HazMat Inspectors; decide if a Level I or Level II type of cutting and welding permit is required;
- processing canceled permits and applications; writing the date and initialing the canceled permit or application; stamping canceled and writing the reason why on the permit; canceling the permit or application from the database and noting the reason; filing the permit or application; and
- sending out delinquent letters for past due invoices.

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:

class comparisons:

ADMINISTRATIVE SPECIALIST I

Positions in this class perform the full range of general administrative support duties and/or several specialized clerical tasks in support of a program. Representative duties at this level include establishing and maintaining logs, files, indexes and similar records systems; compiling and editing special reports; composing routine correspondence; checking the work of others for errors or omissions; verifying information to be included in documents of public record; gathering statistical information to be used for reports; and reviewing, evaluating and entering data into personal computer or terminal, creating or updating files.

ADMINISTRATIVE SPECIALIST II

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.

The subject position meets the class concept for Administrative Specialist II in that it assigns and reviews, though does not evaluate, the work of subordinates; and performs specialized permit issuance and renewal tasks in support of the HazMat permitting function. This position compares well to other positions classified as Administrative Specialist II.

We recommend that this position be reclassified to Administrative Specialist II, effective July, 30, 1997, which is 15 working days prior to the initial filing of this grievance.

Costing

If implemented on the 1998 First Quarter Ordinance, the maximum estimated cost of implementing this action would be \$2332.37. This figure includes any current and retroactive (*if applicable*) cost for this action. The ongoing annual cost for this action would be \$2401.20. The calculations are based on the difference between the top step of the current and the recommended salary range and includes statutory benefits (*FICA, etc.*). The actual amount payable to any affected employee will vary.

Addendum

A reconsideration in lieu of arbitration hearing was held June 15, 1998. The panel consisted of Lidia Santiesteban, Class/Comp Director, John Pearson, Class/Comp Supervisor, and Wayne Sepolen, the human resources manager for DCLU.

The incumbent was present, as well as her supervisor Lynne Howard, and Kate Maughan, Deputy Fire Marshall, as well as two representatives of Local 17, Natalie Kaminski and Joan Matheson, and John McAarty, of City Labor Relations. The incumbent provided some samples of her work, and with her supervisor, gave the participants an overview of the work done by the subject position.

The panel determined that this position was borderline between Administrative Specialist II and Administrative Specialist III. It was felt that the special project related to the re-issuance of all permits originally issued prior to March, 1997, was sufficient to bump the position up to the Administrative Specialist III level. It was made clear that this allocation to Administrative Specialist III is based on the presumption that on-going assignments will be at the level of, or similar to, this special project.

It is recommended that this position be reclassified to Administrative Specialist III, effective July, 30, 1997, which is 15 working days prior to the initial filing of this grievance.

Costing

If implemented on the 1998 Third Quarter Ordinance, the maximum estimated cost of implementing this action would be \$6297.97. This figure includes any current and retroactive (*if applicable*) cost for this action. The ongoing annual cost for this action would be \$5768.04. The calculations are based on the difference between the top step of the current and the recommended salary range and includes statutory benefits (*FICA, etc.*). The actual amount payable to any affected employee will vary.

CITY OF SEATTLE
EXECUTIVE SERVICES
DEPARTMENT

304B



CLASSIFICATION DETERMINATION REPORT

Date: June 4, 1998 Report No.: 98-1754

POSITION IDENTIFICATION
Department: Fire
Classification Title: Public Information Specialist, Senior
Ordinance Title: Public Information Specialist, Senior
Position Number: 023507
Bargaining Unit: 030 Current Salary: \$20.04 - \$23.35 (Range: 33.0A)

RECOMMENDED ACTION
Classification Title: Public Relations Specialist, Senior
Ordinance Title: Public Relations Specialist, Senior
Legislation Required: Yes
Bargaining Unit: 030 Recommended Salary: \$20.04 - \$23.35 (Range: 33.0A)

INCUMBENT STATUS
Incumbent:
Current Standing: Public Information Specialist, Senior
Recommended Standing: Public Relations Specialist, Senior
In recommended standing, incumbent status is:
[X] Regular; [] Probationary; [] Temporary
Authority: Personnel Rule
[X] 2.3.100; [] 2.3.200; [] 2.3.300.
Remarks: Title change only

ANALYSIS AND RECOMMENDATION
An ordinance was passed as part of the Classification Project legislating the new title of Public Relations Specialist, Senior to replace the title of Public Information Specialist, Senior. In order to update the position file and rid the system of titles no longer appropriate to use, it is recommended that the position number 023507 be retitled to Public Relations Specialist, Senior, effective 4/16/98. This action is necessary so that the pay title matches the class specification title. Seniority is not affected by this action.

Recommended: Irene Ogunyemi *io* Classification/Compensation Analyst
Approved: Edie Jorgensen *EJ* Classification/Compensation Supervisor
Lidia Santiesteban *LS* Classification/Compensation Director
Norma McKinney *NM* Personnel Director

CITY OF SEATTLE
EXECUTIVE SERVICES DEPARTMENT



CLASSIFICATION DETERMINATION REPORT

Date: 07/22/98

Report No.: 98-2104

POSITION IDENTIFICATION

Department: Parks and Recreation
Classification Title: Exempt, unclassified
Ordinance Title: Administrative Secretary
Position Number: 010227
Bargaining Unit: 030 **Current Salary:** \$16.57 - \$17.86 (Range: 26.0C)

RECOMMENDED ACTION

Classification Title: Exempt, unclassified
Ordinance Title: Administrative Staff Assistant
Legislation Required: Yes, for title change and continued exemption from Civil Service.
Bargaining Unit: 030 **Recommended Salary:** \$17.53-\$20.44 (Range:29.5A)
Remarks: See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:
Current Standing: Exempt, unclassified
Recommended Standing: Administrative Staff Assistant, Exempt
In recommended standing, incumbent status is: Exempt
 Regular; Probationary; Temporary.
Authority: Personnel Rule
 2.3.100; 2.3.200; 2.3.300.

Recommended: Team 1 *MS* Classification/Compensation Analyst(s)

Approved: Edie Jorgensen *EJ* Classification/Compensation Supervisor

Lidia Santiesteban *LS* Classification/Compensation Director

Norma McKinney *NM* Personnel Director

Source of Request and Position Identification:

This position was reviewed as a result of a request from the Parks and Recreation Department. This position is located in the Superintendent's Office.

Position History:

Detailed historical data of the position can be accessed via the Personnel Division's Records Unit. This position was established prior to 1947. The incumbent has been in the position since June 1, 1994.

Scope of Review:

This review was conducted by Carl Swanson, Classification Analyst assigned to Team 1. The review of the subject position included analysis of the following:

- ◆ the Position Description Questionnaire (PDQ) submitted for this review;
- ◆ Team 1's review/analysis of subject position information;
- ◆ comparison to similar positions;
- ◆ class specifications for the requested class and other classes used for comparison;
- ◆ 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 provide administrative support to the Superintendent of the Parks and Recreation Department. Duties include:

- managing the Superintendent's schedule;
- screening incoming telephone calls;
- greeting and referring visitors/guests;
- receiving and screening mail;
- making travel arrangements, preparing expense reports;
- serving as the office liaison to the Mayor's Office, other City agencies, etc;
- gathering information;
- supervising one Administrative Specialist;
- assembling briefing materials for meetings;
- participating in the selection and evaluation of some administrative support staff; and
- maintaining the filing system for the Superintendent's Office.

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:

class concepts:

ADMINISTRATIVE STAFF ASSISTANT

Positions in this class serve as a staff assistant to a small section or unit or to department management, performing general administrative functions and assisting in the coordination of department projects and programs.

Comparisons to the class specification and to related positions reveals that Administrative Staff Assistant is an appropriate classification for this position. The work assigned is not inconsistent with this class, and the use of this title has proliferated, as the primary administrative support for a department head of a large department.

Recommendation:

Based on the duties and responsibilities assigned, we recommend that this position be reclassified to Administrative Staff Assistant, effective July 16, 1998, when the PDQ was originally signed by the employee.

Positions with the Administrative Secretary title serve as the primary administrative support to a department head, and are Civil Service exempt. Inasmuch as the subject position will continue in the same role as before, it continues to meet multiple criteria for exemption, i.e. it is still a position "requiring a particularly high degree of professional responsiveness and individual accountability" and also is one "requiring a confidential or fiduciary relationship with the appointing authority". Therefore we recommend that its exempt status be continued.

Costing

If implemented on the 1998 third Quarter Ordinance, the maximum estimated cost of implementing this action would be \$3,139.57. This figure includes any current and retroactive (if applicable) cost for this action. The ongoing annual cost for this action would be \$6279.13. The calculations are based on the difference between the top step of the current and the recommended salary range and includes statutory benefits (FICA, etc.). The actual amount payable to any affected employee will vary.



CLASSIFICATION DETERMINATION REPORT

Date: July 24, 1998 Report No.: 98-2105

POSITION IDENTIFICATION

Department: Parks and Recreation
Classification Title: Planner, Senior
Ordinance Title: Planner, Senior
Position Number: 009824
Bargaining Unit: 030 Current Salary: \$24.75 - \$28.77

RECOMMENDED ACTION

Classification Title: Manager 2
Ordinance Title: Manager 2, General Government
Legislation Required: Yes
Bargaining Unit: 140 Recommended Salary: \$25.20 - \$34.02
Remarks

INCUMBENT STATUS

Incumbent:
Current Standing: Senior Planner
Recommended Standing: Manager 2, General Government
In recommended standing, incumbent status is:
 Regular; Probationary; Temporary.
Authority: Personnel Rule
 2.3.100; 2.3.200; 2.3.300.

Recommended: Carl Swanson *CS* *CS* Class/Comp Analyst
Approved: Edie Jorgensen *EJ* Class/Comp Supervisor
Lidia Santiesteban *LS* Class/Comp Director
Norma McKinney *NM* Personnel Director

SOURCE OF REQUEST

This position was reviewed as a result of a request from the incumbent.

ANALYSIS AND RECOMMENDATION

Scope of Review: The position was reviewed by a team of class/comp analysts for inclusion in the Managers and Strategic Advisor Program. The point factor analysis yielded 517 points in the Manager point factor system resulting in its allocation to Zone 2. The points for each dimension are listed below.

Point Factor Dimensions:

Program	Policy	Technical	Budget/ Fiscal	Human Resources	Communications	Matrix
60	107	47	93	43	87	80

Recommendation:

Based on the duties and responsibilities, we recommend that this position be reclassified to Manager 2, effective June 19, 1998, the date the employee signed the MPDQ, following the transfer of the position to the planning section.

Costing

If implemented on the 1998 Third Quarter Ordinance, the maximum estimated cost of implementing this action would be \$1022.18. This figure includes any current and retroactive (*if applicable*) cost for this action. The ongoing annual cost for this action would be \$2044.37. The calculations are based on the difference between the top step of the current and the midpoint of the recommended salary range and includes statutory benefits (*FICA, etc.*). The actual amount payable to any affected employee will vary.



CLASSIFICATION DETERMINATION REPORT

Date: June 17, 1998 Report No.: 97-1598A

POSITION IDENTIFICATION

Department: Police
Classification Title: Administrative Specialist I
Ordinance Title: Administrative Specialist I-BU
Position Number: 018570
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-BU
Recommended Standing: Administrative Specialist II-BU
In recommended standing, incumbent status is: N/A
 Regular; Probationary; Temporary.
Authority: Personnel Rule
 2.3.100; 2.3.200; 2.3.300.
Remarks: Reclassification, effective 1/15/97 according to Section 6.7 of the collective bargaining agreement.

Recommended: Team A *isp 3/16* Classification/Compensation Analyst(s)
Approved: Edie Jorgensen *EJ* Classification/Compensation Supervisor
Lidia Santiesteban *LRS* Classification/Compensation Director
Norma McKinney *NM* 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 (Administrative Support Unit) on behalf of the position incumbent. Local 17 alleges that the incumbent/grievant whose position is currently classified as Administrative Specialist I is performing the duties and responsibilities commensurate with the classification of Administrative Specialist II.

Position #018570 is located in the Criminal Intelligence Section, Investigations Bureau Division of the Police Department. This work unit collects, organizes, evaluates and analyzes information concerning the existence, structure and operations of organized criminal activity and coordinates such data into a centralized system of criminal intelligence information.

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 A, consisting of Susie Hansen Farrell and Irene Ogunyemi. The review of the subject position included analysis of the following:

- ◆ Position Description Questionnaire (PDQ) dated 8/14/95 and submitted for this review;
- ◆ Review and comparison to class specifications for Administrative Specialist I/# 4050004 & II/# 405000;
- ◆ Team A'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:

The essential purpose of this position is to provide clerical support for the Criminal Intelligence Section to include all filing and correspondence requirements; maintenance of confidential intelligence files and materials/including investigative files initiated under the Intelligence Ordinance guidelines; preparation of Section Intelligence Ordinance Audit Reports; and screening of all citizen contacts.

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 position incumbent is performing the duties and responsibilities commensurate with the classification of Administrative Specialist II, therefore, the class specifications for Administrative Specialist I & II were reviewed and compared to the duties and responsibilities of the subject position for purposes of determining the appropriate level of classification.

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.

According to the submitted PDQ, the organizational chart showed the subject position reporting to a Lieutenant (an equivalent to a Manager title in the City's current classification system), and providing clerical support to the Criminal Intelligence Section. This reporting relationship is consistent with what is required of the Administrative Specialist I class, as opposed to an Administrative Specialist II who is specifically assigned to high level management, i.e. Director, with subordinates of three or more Managers.

The subject position's duties include coordinating collected information; writing and drafting letters and memos; handling of highly sensitive and confidential materials; providing liaison between staff and other divisions within the Seattle Police Department and City offices; establishing and maintaining office administrative files; and preparing reports and statistical calculations. The review found this body of work to be consistent with the duties and responsibilities within the Administrative Support series, and the scope and complexity of the subject position, specifically, to be at the Administrative Specialist I level.

Recommendation:

Therefore, based on the above review and comparison, the review team found the subject position's current classification to be appropriate for the body of work being performed, and thus recommend position #018570 remain allocated to Administrative Specialist I classification.

Costing:

The implementation of this action will result in no additional cost to the department.

ADDENDUM to Report #97-1598(Reconsideration Assignment Tracking #98-1968)

The Reconsideration Hearing was held on June 16, 1998, and attended by the incumbent of position #018570, management representatives from Police Department (Allan Lorette and Victoria Jonas); Union representatives (Natalie Kaminski and Joan Matheson); Labor Relations (John McArty); the Reconsideration Board (Class/Comp Director, Lidia Santiesteban; Policy Unit Senior Personnel Analyst, Laurie Depew; and DCLU Personnel Manager, Wayne Sepolen); and Class/Comp analyst representing Team A, Irene Ogunyemi.

Management and the position incumbent did not refute the duties as outlined in the original PDQ. Instead, they stated that due to the nature of the business of the Criminal Intelligence Section, coupled with the subject position's work (confidentiality, sensitivity, critical level of independent judgment etc.), the department did not know how much could be communicated on the PDQ. Since the duties were not well articulated in the original PDQ, a *detailed* PDQ was submitted in addition to the Seattle Intelligence Ordinance #108333. The nature of the position's work (sensitivity, confidentiality and the critical level of independent judgment required) was the focus of the discussion in favor of the requested title.

The position is the first contact for the Criminal Intelligence Section. This section's business deals with Federal Bureau of Investigation, Terrorism/Organized Crime, and sensitive/confidential information. The incumbent of the subject position had to go through "a top secret" clearance before declared "adequate" to perform the job. It is relied upon to use critical/sound judgment to process information, and to determine which information to pass to whom and why; to research information and use pattern analysis to pass along information to detectives; and to utilize high level technical administrative skills to create spreadsheets and databases.

Based on the specialized clearance(s) and coordination; critical independent judgment calls; and high level technical administrative skills required of the subject position, the Reconsideration Board determined that the body of work performed by the subject position could now be classified at the level of Administrative Specialist II. Positions assigned to this class are typically expected to have advanced knowledge of general

office practices and procedures and the work requires comprehensive knowledge of departmental or program policy/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. These positions perform the more complex administrative support functions for higher level management or perform specialized administrative support tasks in support of program activities. The contacts are with other departments or outside agencies and the general public for the purpose of planning and coordinating work activities, resolving problems and providing information on department/program activities.

The Reconsideration Board recommends the subject position be reclassified to the title of Administrative Specialist II. This action becomes effective January 15, 1997, which is 15 (fifteen) working days prior to the initial filing of the grievance according to Section 6.7 of the collective bargaining agreement.

Costing:

If implemented on the 1998 Third Quarter Ordinance, the maximum estimated cost of implementing this action would be **\$4,897.97**. This figure includes any current and retroactive (*if applicable*) cost for this action. The ongoing annual cost for this action would be **\$2,798.84**. The calculations are based on the difference between the top step of the current and the recommended salary range and includes statutory benefits (*FICA, etc.*). The actual amount payable to any affected employee will vary.

CITY OF SEATTLE
EXECUTIVE SERVICES
DEPARTMENT

3098



CLASSIFICATION DETERMINATION REPORT

Date: June 12, 1998 Report No.: 98-1658

POSITION IDENTIFICATION

Department: Police
Classification Title: Police Officer
Ordinance Title: Police Officer
Position Number: 006048
Bargaining Unit: 003 Current Salary: \$17.45 - \$23.87 (Range: N/A)

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: See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:
Current Standing: Police Officer
Recommended Standing: Administrative Staff Assistant
In recommended standing, incumbent status is:
 Regular; Probationary; Temporary [exam required]
Authority: Personnel Rule
 2.3.100; 2.3.200; 2.3.300.
Remarks: Reclassification. Position was "civilianized".

Recommended: Team A *ajp* *sl* Classification/Compensation Analyst(s)
Approved: Edie Jorgensen *EB* *for Ed* Classification/Compensation Supervisor
Lidia Santiesteban *LS* Classification/Compensation Director
Norma McKinnel *NM* Personnel Director

Source of Request and Position Identification:

This position was reviewed as a result of an arbitrator's decision to support the City and "civilianize" a body of work currently being performed by a uniformed police officer. In order to accomplish the civilianization process, it must be reclassified to the City's classified service. Position #006048 is located in the Community Service Unit (under Community Policing Bureau). The School Traffic Safety Unit is responsible for providing traffic safety services to the K-12 schools of the City of Seattle.

Position History:

The Seattle Police Department was permitted to "civilianize" position # 006048 through a 1995 arbitration decision involving the Seattle Police Officers' Guild.

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 A, consisting of Susie Hansen Farrell and Irene Ogunyemi, and the report was written by Irene Ogunyemi. The review of the subject position included analysis of the following:

- ◆ Position Description Questionnaire (PDQ) dated 1/23/98, and submitted for this review;
- ◆ Team A's review/analysis of subject position information;
- ◆ Review and comparison to numerous class specifications, and narrowed to supervisory related specs (Community Service Officer Supervisor #3250507, Administrative Staff Assistant #2402004, Parking Enforcement Officer Supervisor #5100507, Supervising Security Officer #5054007, and Human Services Program Supervisor #3001507);
- ◆ Matrices for Strategic Advisor;
- ◆ Informational interview with management, 4/6/98;
- ◆ 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 coordinate and supervise 114 intermittent (adult) School Crossing Guards (31.04 FTE) and one adult Crossing Guard Survey person; school traffic safety programs; and to act as a liaison between the various PTSA's, individual schools, Seattle School District Administration and other affected organizations.

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:

To accomplish the civilianization process, position #006048 must be reclassified to the City's classified service. Consequently, in 1996, a PDQ for the said position was submitted for review by Class/Comp Unit. At that time, the department disagreed with the class determination, and withdrew the request. In January 1998, the department submitted a revised PDQ, dated 1/23/98, requesting a School Traffic Safety Supervisor title.

The requested title does not exist in our current classification system. Classification/Compensation Unit is under the directive to avoid creation of new titles (especially single-incumbent classes); and to make every reasonable attempt to allocate new and reclassified positions to existing classifications. To accomplish this objective, numerous class specifications were reviewed (including Manager and Strategic Advisor Programs, but the body of work did not meet the concept of said programs). The review was narrowed down to program administrative or supervisor related specs. The classes considered were Administrative Staff Assistant, Volunteer Programs Coordinator, Community Service Officer Supervisor, Human Services Program Supervisor, Supervising Security Officer, and Parking Enforcement Officer Supervisor. The work of the classes is characterized as follows:

Administrative Staff Assistant: Conducts research and data collection for special assignments; coordinates, prepares and monitors the unit's budget and participates in various personnel related activities; directs and coordinates special programs or projects; coordinates and directs a variety of general office functions. Duties include supervising subordinate's work, hiring personnel, and conducting investigation of personnel problems. The position under review meets the focus of this classification, therefore, it will be considered further in the comparison.

Volunteer Programs Coordinator: Coordinates the volunteer program activities of a City department or program. Duties include recruiting and selecting volunteers for the program and performing administrative duties in support of the program. While this classification appears to be a perfect fit for the position under review, the personnel the position supervises are paid as opposed to volunteers. Therefore, this title will not be considered further in the comparison.

Community Service Officer Supervisor: Supervises a shift of Community Service Officers and, on a rotating basis, performs administrative duties. Positions in this class assign, direct, monitor and evaluate the work of subordinates; conduct field observations; train and advise subordinates on difficult cases; perform the work of Community Service Officers on a back-up basis; compile and produce statistical and activity reports, administer special programs, and represent the unit and department at community and agency meetings, with on-going participation in needs-assessment and program planning. A working knowledge of counseling and crisis intervention is required to do the work. Contacts are maintained with a variety of people in crisis situations, such as the homeless, chemically dependent, physically and mentally ill, etc. The knowledge and responsibilities required of this class are beyond the scope and

complexity that is required of the position under review. Therefore, this title will not be considered further in this assessment.

Human Services Program Supervisor: Positions allocated to this title manage the day-to-day operations of a human services program, including supervision of staff engaged in program related activities; participate in the development of program budget, goals and objectives and direct or provide technical assistance to program participants, service providers, and delegate agencies. This class appears to meet the focus of the position under review, and will be considered further in this review.

Supervising Security Officer: Positions in this class supervise the day-to-day operations of the Security Unit; prepare work schedule for 24-hour security operations and coverage for events and activities; prepare and maintain reports and records. Though there are some similarities in the duties of this class and the position under review, its focus is not 24-hour security operations and coverage for events and activities. This title is not appropriate and will not be considered further in our evaluation.

Parking Enforcement Officer Supervisor: Positions in this class supervise the activities of a Vehicle Parking Enforcement Unit involved in enforcement of laws and ordinances related to parking. The focus of this supervisor is different from the position under review. This class is also not appropriate, and will not be considered further in the comparison.

Our research and analysis revealed that the work performed by the subject position is a mixture of duties and does not fit neatly within any one class spec. The duties listed on the submitted PDQ are discussed below:

PDQ 50% Coordinate, oversee, and supervise the work activities of 114 adult School Crossing Guards and one adult Crossing Guard Survey person. Supervision includes recruiting, hiring, training, scheduling, assigning and redeploying of personnel, setting expectations, coaching and counseling, producing performance evaluations and handling discipline.

These duties and responsibilities are found within the Administrative Staff Assistant class specification.....*Positions within this class are expected to supervise subordinate's work; direct the preparation of appropriate personnel forms; coordinate and participate in a variety of personnel related activities such as the hiring processes and the investigation of personnel problems.....*These duties are also found in the class spec for Human Services Program Supervisor. The class spec states in part.....supervises, plans, reviews, and evaluates the work of subordinates; resolves personnel problems....

PDQ 46% Coordinate the Adult School Crossing Guard program and other school traffic safety programs with individual schools, School District Administration.....setting goals and expectations for the unit, and the

preparation of unit budget documents, recruitment and hiring of personnel.....payroll, timekeepingoversee and maintain the ongoing administration of the programs.

These duties and responsibilities fall within the Administrative Staff Assistant class specification.....*Positions within this class are expected to coordinate, prepare and monitor the unit's budget and participate in various personnel related activities;.....oversee the maintenance and processing of payroll and attendance records; and direct and coordinate special programs and projects.* The class spec for Human Services Program Supervisor states that positions allocated to this title are expected to*plan, develop, prepare, and monitor program work plan, goals, and objectives; prepare recommendations on the program budget, including staffing and project activities.* Management reiterated at the informational interview that this was a vital duty for the subject position. It is relied upon to develop the goals and objectives for this unit, and to link these goals and objectives to the department's. In addition, it is also the expectation of this position to develop the policy and procedures for this program and link them to other departmental programs.

PDQ 4% Administer office management functions which includes purchasing and maintaining inventory, financial trackingdevelop, maintain and coordinate recognition plan.....and programs.

These duties and responsibilities are found within the Administrative Staff Assistant class specification.....*Positions within this class are expected to coordinate and direct a variety of office management functions and activities; prepare purchase request for supplies and equipment; and develop and implement office procedures.*

Our review and analysis revealed that the class spec for Administrative Staff Assistant is a better match. We found the preponderance of duties and responsibilities assigned to the subject position (*coordinate, oversee, and supervise the work activities of 114 adult School Crossing Guards and one adult Crossing Guard Survey person; coordinate Adult School Crossing Guard programs and other school traffic safety programs; administer office management functions; and setting goals and expectations for the unit, and the preparation of unit budget....*) is consistent with those characterized within the class specification for Administrative Staff Assistant. The department is encouraged to use their requested title "School Traffic Safety Supervisor" as a working title for this position.

Recommendation:

Therefore, based on the above analysis, we recommend the subject position be classified to the title of Administrative Staff Assistant, effective 1/23/98, according to departmental management.

Costing:

The implementation of this action will result in no additional cost to the department.



CLASSIFICATION DETERMINATION REPORT

Date: June 2, 1998 Report No.: 98-1875

POSITION IDENTIFICATION

Department: Police
Classification Title: Programmer Analyst
Ordinance Title: Programmer Analyst
Position Number: 021505
Bargaining Unit: 030 Current Salary: 18.37 - 21.42 (Range: N/A)

RECOMMENDED ACTION

Classification Title: Systems Programmer Analyst
Ordinance Title: Systems Programmer Analyst
Legislation Required: Yes
Bargaining Unit: 030 Recommended Salary: \$ 18.37 - 21.42 (Range: N/A)

Remarks: *Title Change Only -- There is no cost associated with implementing the above action.*

INCUMBENT STATUS

Incumbent: Vacant
In the Recommended Classification, Incumbent Standing is: No Change

Analysis and Recommendation

The subject position was retitled to the classification title of Programmer Analyst during the final phase of the City's Classification Project. Through an error the intended title Systems Programmer Analyst was inadvertently shortened to read "Programmer Analyst". We are now correcting the error. The classification title of Programmer Analyst was revised to Systems Programmer Analyst on April 24, 1996, and we are now retitling positions still titled Programmer Analyst to the corrected title Systems Programmer Analyst.

Recommended: Schematic Team Classification Analyst(s)
Approved: Edie Jorgensen Classification Supervisor
Lidia Santiesteban Classification/Compensation Director
Norma McKinney Personnel Director



CLASSIFICATION DETERMINATION REPORT

Date: June 10, 1998		Report No.: 98-1923
POSITION IDENTIFICATION		
Department:	Police	
Classification Title:	Data Processing Systems Analyst	
Ordinance Title:	Data Processing Systems Analyst	
Position Number:	025085	
Bargaining Unit:	034 Current Salary: \$20.19 - 23.59 (Range: N/A)	
RECOMMENDED ACTION		
Classification Title:	Systems Analyst	
Ordinance Title:	Systems Analyst	
Legislation Required:	Yes	
Bargaining Unit:	034 Recommended Salary: \$20.19 - 23.59 (Range: N/A)	
Remarks	Title Change Only	
INCUMBENT STATUS		
Incumbent:		
Current Standing:	Data Processing Systems Analyst	
Recommended Standing:	Systems Analyst	
Analysis and Recommendation		
The title of Data Processing Systems Analyst was revised to Systems Analyst as a result of the Classification Project. In order to update the position file and rid the system of titles no longer appropriate to use, it is recommended that the subject position be allocated to the title of Systems Analyst. This action is to become effective January 1, 1994, the date the position was classified to the title of Data Processing Systems Analyst.		

Recommended: Schematic Team *[Signature]* Classification Analyst(s)

Approved: Edie Jorgensen *[Signature]* Classification Supervisor

Lidia Santiesteban *[Signature]* Classification/Compensation Director

Norma McKinney *[Signature]* ~~Personnel~~ Personnel Director

CITY OF SEATTLE
EXECUTIVE SERVICES DEPARTMENT

3098



CLASSIFICATION DETERMINATION REPORT

Date: 07/08/98 Report No.: 98-2043

POSITION IDENTIFICATION

Department: Police

Classification Title: Finance, Budget and Accounting Manager 1

Ordinance Title: Finance, Budget and Accounting Manager 1

Position Number: 005000

Bargaining Unit: 030 Current Salary: \$21.33hr. - \$28.79hr.

RECOMMENDED ACTION

Classification Title: Finance, Budget and Accounting Manager 2

Ordinance Title: Finance, Budget and Accounting Manager 2

Legislation Required: Yes

Bargaining Unit: 030 Recommended Salary: \$25.20hr. - \$34.02hr.

Remarks: Copy of MPDQ attached.

INCUMBENT STATUS

Incumbent:

Current Standing: Finance, Budget and Accounting Manager 1

Recommended Standing: Finance, Budget and Accounting Manager 2

In recommended standing, incumbent status is: NA

Regular; Probationary; Temporary.

Authority: Personnel Rule

2.3.100; 2.3.200; 2.3.300.

Recommended: Carla H. Coward *che* Class/Comp Analyst

Approved: John Pearson *JP* Class/Comp Supervisor

Lidia Santiesteban *LS* Class/Comp Director

Norma McKinney *NM* Personnel Director

SOURCE OF REQUEST

This position was initially allocated by our consultants to Finance, Budget and Accounting Manager 1, with a total point factor score of 284. The incumbent requested a reconsideration of this allocation and received a hearing on October 24, 1997. This hearing resulted in an increase in the point factor score to 377, which still placed the position in Pay Zone 1. The incumbent felt that there were additional duties that had not been considered in the reconsideration hearing and chose to exercise her right to appeal this decision to the Civil Service Commission.

The first pre-conference hearing of the incumbent's appeal to the Civil Service Commission was held on March 18, 1998. As a means to settle the issue, the Classification/Compensation Director offered to review a new MPDQ which would include additional duties not considered in the original MPDQ submitted by the incumbent and her management.

ANALYSIS AND RECOMMENDATION

Scope of Review: The new MPDQ was reviewed by a team of class/comp analysts to determine if the additional duties were significant enough to change the point factor rating. This review resulted in higher points being given in the budget/fiscal dimension for the fiscal responsibility of managing multiple funds, grants and contracts for the Police Department and for the indirect management of the Police Departments budget of \$133,000,000.

The point factor analysis yielded 423 total points in the Manager point factor system resulting in a new allocation to Zone 2. The points for each dimension are listed below.

Point Factor Dimensions:

Program	Policy	Technical	Budget/ Fiscal	Human Resources	Communications	Matrix
Low/60	Low/53	Low/47	Med/93	Med/87	Low/43	Low/40

Recommendation:

Based on the duties and responsibilities, we recommend that this position be designated as a Finance, Budget and Accounting Manager 2, effective the date the Civil Service Appeal was filed, January 26, 1998.

Costing

If implemented on the 1998 Third Quarter Ordinance, the maximum estimated cost of implementing this action would be \$6,459.64. This figure includes any current and retroactive (*if applicable*) cost for this action. The ongoing annual cost for this action would be \$11,073.67. The calculations are based on the difference between the midpoint of the current and the recommended salary pay zone and includes statutory benefits (*FICA, etc.*). The actual amount payable to any affected employee will vary.



3098

CLASSIFICATION DETERMINATION REPORT

Date: May 22, 1998 Report No.: 98-1678

POSITION IDENTIFICATION
Department: Seattle Center
Classification Title: Administrative Specialist I
Ordinance Title: Administrative Specialist I
Position Number: 016288
Bargaining Unit: 030 Current Salary: \$13.01 - \$14.51 (Range: 20.5B)

RECOMMENDED ACTION
Classification Title: Management Systems Analyst, Assistant
Ordinance Title: Management Systems Analyst, Entry
Legislation Required: Yes
Bargaining Unit: 030 Recommended Salary: \$17.53 - \$20.44 (Range: 29.5A)
Remarks: See next page for pertinent allocation information

INCUMBENT STATUS
Incumbent:
Current Standing: Administrative Specialist I
Recommended Standing: Management Systems Analyst, Assistant
In recommended standing, incumbent status is:
[X] Regular; [] Probationary; [] Temporary.
Authority: Personnel Rule
[] 2.3.100; [X] 2.3.200; [] 2.3.300.
Remarks: Reclassification

Recommended: Team A iyo SH Classification/Compensation Analyst(s)
Approved: Eddie Jorgensen Classification/Compensation Supervisor
Lidia Santiesteban Classification/Compensation Director
Norma McKinney Personnel Director

Source of Request and Position Identification:

This position was reviewed as a result of a request from the department. Position #016288 is located in the Technical Facility Management (TFM) Unit. This work unit supports the Seattle Center by providing for the maintenance of the facilities throughout the grounds, maintaining the grounds, and providing the labor support requisite to event operations.

Background:

The department contends that a change in duties has occurred. This change is to enable the TFM unit to receive projects, programs and accounting analyses in a manner which facilitates planning and control of multiple operations in an economically responsible fashion. This was brought about by a redistribution of workload in May, 1997, which resulted in the gradual accretion of a new body of work for the subject position.

Position audits were conducted 3/26/98 and 5/22/98 to clarify the duties as outlined in the submitted PDQ.

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 A, consisting of Susie Hansen Farrell and Irene Ogunyemi. The review of the subject position included analysis of the following:

- ◆ Position Description Questionnaire (PDQ) dated 2/13/98, and submitted for this review;
- ◆ Informational interviews with the position incumbent, 3/26/98 and 5/22/98;
- ◆ Phone conversations with subject position's supervisor;
- ◆ Comparison to class specifications within the Systems Analyst and Management Systems Analyst class series and for Administrative Specialist I/4050004;
- ◆ Team A'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:

The essential purpose of this position is to select, design and set up computer systems and software programs; to create and maintain multiple interactive databases and spreadsheets; and to ensure the software and hardware systems utilized are adequate

to support the work of the Technical Facility Management Unit. In addition, the position is expected to design a responsive and effective system of managing projects, materials, and costs associated with massive maintenance activities throughout 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:

A change in duties has occurred. Therefore, to appropriately classify the subject position, we reviewed and compared the information received at the informational interviews, (3/26/98 and 5/22/98); phone conversations with the position's supervisor, (3/20/98 - 4/2/98); and the duties and responsibilities as outlined on the submitted PDQ, with Administrative Specialist I class spec. We found that positions allocated to this class perform the full range of general administrative support duties and/or several specialized activities in support of a program. From our assessment, we concluded that this class is no longer appropriate for the body of work this position performs. We found the work to be clearly above clerical support staff, and to be systems related. Since the subject position's work is systems related, we compared its duties and responsibilities to class specifications within the Systems Analyst (SA) and Management Systems Analyst (MSA) class series.

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 SAs to design an organizational system that achieves maximum efficiency from an operational perspective. Conversely, the SA series provides the technical expertise to allow the MSA to consider the full range of solutions. The SA provides technical support to assure that the automated aspect of the "system" is functioning optimally both systematically and through the user employing it. SAs perform functions such as writing code, writing formulas, establishing network links through programmatic functions, etc.

The comparison revealed that the subject position's duties and responsibilities fall within the parameters of the MSA class series. There are four levels in the series, Assistant, Journey, Senior and Supervisor. The work of the classes is characterized as follows:

Management Systems Analyst, Assistant: Positions in this class research and analyze a variety of administrative and operational problems or issues regarding specific and/or detailed assignments by gathering and assembling data, researching records and by performing statistical analyses.

Management Systems Analyst: Positions assigned to this class provide 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 organization changes.

Senior Management Systems Analyst: Positions allocated to this class serve as a project manager or lead over system design, development and implementation projects involving considerable scope, complexity and long term commitments; analyze and evaluate the effectiveness of management controls, channels of communication, operating procedures, organization and flow of work; devise efficient methods of accomplishing work and recommend solutions to resolve problems.

Management Systems Analyst Supervisor: Positions in this class plan, manage, direct and evaluate large multi-faceted or multiple smaller projects for a city department; develop policies and procedures for major programs; and supervise subordinate staff.

The position under review is relied upon to set up and administer the Network, and design the databases for the TFM Unit. This position works with users to find out what their systems needs are, determines if there is a need for systems upgrade, and communicates the need to management. With the given information, the position then selects, designs, installs, and tests the new computer systems and software programs. When required, the position writes application interface and programs for project tracking, as well as train systems users. In addition, this position creates and maintains multiple interactive databases and spreadsheets to keep accurate and timely records of over 5,000 projects annually.

Our analysis revealed that the duties and responsibilities as described in the class specs for Management Systems Analyst Supervisor and Senior Management Systems Analyst are beyond the scope and complexity of the position under review. Neither is the subject position at the level of Management Systems Analyst. Positions allocated to that class require the ability to originate new and different solutions to problems; make oral and written reports and presentations; and prepare graphs, and charts clearly, concisely and effectively. Since the position under review works on assignments that are somewhat narrower in scope, and the issues it deals with are comparatively easier to define, we resolved that the class spec for Assistant Management Systems Analyst better describes the body of work of the said position.

Recommendation:

Based on the above comprehensive analysis, we recommend position #016288 be reclassified to the title of Assistant Management Systems Analyst, effective 5/1/97 according to departmental management.

Costing:

If implemented on the 1998 Second Quarter Ordinance, the maximum estimated cost of implementing this action would be **\$16,837.65**. This figure includes any current and retroactive (*if applicable*) cost for this action. The ongoing annual cost for this action would be **\$14,432.27**. The calculations are based on the difference between the top step of the current and the recommended salary range and includes statutory benefits (*FICA, etc.*). The actual amount payable to any affected employee will vary.

CITY OF SEATTLE
PERSONNEL
DIVISION

3048

CLASSIFICATION DETERMINATION REPORT

Date: 6/16/98	Report No.: 97-1618A
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POSITION IDENTIFICATION		
Department:	Seattle Public Utilities	
Classification Title:	Water Service Inspector, Senior	
Ordinance Title:	Water Service Inspector, Senior	
Position Number:	011856	
Bargaining Unit:	008	Current Salary: \$19.40 - \$20.17 (Range n/a)

RECOMMENDED ACTION		
Classification Title:	Capital Projects Coordinator	
Ordinance Title:	Capital Projects Coordinator	
Bargaining Unit:	034	
Legislation Required:	yes	Recommended Salary: \$22.88 - \$26.73 (Range n/a)
Remarks	See reverse side of page for pertinent allocation information	

INCUMBENT STATUS		
Incumbent:		
Current Standing:	Water Service Inspector, Senior	
Recommended Standing:	Capital Projects Coordinator	
In recommended standing, incumbent status is:		
<input type="checkbox"/> Regular	<input type="checkbox"/> Probationary	<input checked="" type="checkbox"/> Temporary (exam required)
Authority: Personnel Rule		
<input type="checkbox"/> 2.3.100	<input type="checkbox"/> 2.3.200	<input checked="" type="checkbox"/> 2.3.300
Remarks: RECLASSIFIED. Change in union jurisdiction from Local 32 to Local 17		

Recommended: Steven Aspiras *SA* Sr. Classification/Compensation Analyst
Approved: Edie Jorgensen *EJ* Classification/Compensation Supervisor
Lidia Santiesteban *LS* Classification/Compensation Director
Norma McKinney *NM* Personnel Director

Source of Request/Position Identification:

This position was reviewed as a result of Seattle Public Utilities changing its large meter replacement program to a preventive maintenance mode of operation and away from a reactive maintenance response. The subject position was originally redeployed from within the Account Service Division in 1994 to support the meter replacement program. Since that time, the importance of the meter replacement program and the attention required to accomplish the work has increased. As large meters' age, SPU finds it no longer economically feasible to maintain them as installed.

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. 5056005\Water Service Inspector, Senior;
- Class Specification No.7204503\Capital Projects Coordinator, Assistant;
- Class Specification No.7204504\, Capital Projects Coordinator;
- Position file contents;
- Review of the organization unit affecting the subject position.

Summary of Work:

The primary purpose of the position is to identify and prioritize meters which require modification, replacement, or installation of remote reading equipment. The request is the result of the inability to maintain meters or read them due to installation problems, obsolescence, or improper application of the type or style of meter. The subject position selects appropriate solutions to correct the situation, develops project plans to accomplish the goals of the CIP project, and monitors performance of staff and/or contractors.

Analysis:

Position allocated to classes within the Capital Projects Coordinator series coordinate the planning, design and construction processes of capital improvement and other City-funded/sponsored projects (CIP's). They ensure projects meet specifications and standards including researching, budgeting and scheduling of CIP's; administering consultant contracts; supervising construction; and monitoring project close-out. The differentiating characteristic between the Assistant Capital Projects Coordinator class (entry-level) and the Capital Projects Coordinator class (journey-level) is the size and scope of projects assigned and the level of independent authority to complete the work. Besides size and scope, prime factors considered in determining the level is the complexity, monetary amount, difficulty and sensitivity of the assigned projects.

Review of the Capital Project Coordinator, Assistant class specification confirmed that a position at the Assistant level basically assists in the coordination of the planning, design, and construction processes for capital improvement projects. Projects are of a limited scope, whereby capital projects follow established procedures and involve less planning and coordinating activities. Positions at this level have no independent authority over a project.

Review of the current title of Senior Water Service Inspector verified that positions allocated to that title review all project plans and specifications for water main, sewer, utility undergrounding, and other construction projects and recommend possible changes to plans. However, the main emphasis is to review and process applications for new water service connections, evaluates existing services, provides service information, investigates water service problems, and supports field maintenance activities.

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

- Plans CIP projects by performing preliminary investigation and analysis, preparing necessary documents, outlining scope of project, objectives of projects, ways to meet objectives and major duties of project participants.
- Develop and negotiates schedules for design and construction. Monitors and coordinates' activities of private contractors, SPU construction crews, consultants, SPU engineering staff, customers and the public.
- Attends/leads planning meetings to develop and negotiate plans, standards, scopes, schedules, and budgets for projects.
- Coordinates review of design prepared by SPU engineering staff and consultants, and construction work by private contractors and SPU construction crews.
- Monitors and evaluates projects to ensure adherence to project specifications and standards. Authorizes payment to contractors. Approves change orders and cost changes.

The comparison above demonstrates that the position duties are at a higher level than those of a Senior Water Service Inspector. SPU requested the journey level Capital Projects Coordinator title. However, the duties of the subject position are typical of positions at both the Assistant and base levels of the Capital Projects Coordinator series. The distinguishing factors that separate the two levels are the size, complexity, and monetary amount of the assigned projects. Work at the Assistant level may involve routine maintenance projects whereby construction techniques used with existing structures are well known and present no unusual engineering techniques. Projects at the Assistant level are generally of a smaller scope than those assigned to higher levels.

Review of the new organizational structure in SPU shows the Engineering Services Branch being involved in significant CIP design and construction projects, including the phased installation of the new \$79 million Tolt 2 Pipeline in 1997-1999. Other ongoing projects include seismic upgrade programs for dams, pipelines, tanks, and other critical facilities. Further review also shows that the Resource Development Unit, formerly an organization in the Water Department, also continues to be responsible for planning major water capital improvement projects. Journey-level Capital Projects Coordinators

in these units are involved in ensuring capital projects meet specifications and standards including researching, budgeting, and scheduling of CIP's; administering consultant contracts, supervising construction; and monitoring project close-out.

The subject position coordinates the planning, design, and construction for capital improvement, large meter replacement projects and automated meter reading projects. Work includes initiating, monitoring, and overseeing project phases from beginning to completion. Projects include major water line replacement and service work totaling hundreds of thousands of dollars. Although the 1997 budget for large meter replacement CIP projects is 1.3 million dollars, the main purpose of the Meter Shop is to maintain over 170,000 water and sewer meters to optimize customer equity and revenue recovery for SPU. The main CIP functions remain with the Engineering Services and Resource Development units.

Recommendation:

Based on evaluation of the duties and responsibilities of position #011856, it is recommended this position be reclassified to Assistant Capital Projects Coordinator. This action should be effective 8/28/97, to coincide with the date the incumbent signed off on the Position Description Questionnaire and subsequently verified by management.

COSTING

If implemented on the 1998 First Quarter Ordinance, the maximum estimated cost of implementing this action would be \$8,378.26). This figure includes any current and retroactive (*if applicable*) cost for this action. The ongoing annual cost for this action would be \$11,171.02. The calculations are based on the difference between the top step of the current and the recommended salary range and includes statutory benefits (*FICA, etc.*). The actual amount payable to any affected employee will vary.

ADDENDUM TO REPORT #97-1618

This position was reviewed on February 17, 1998, at the request of the Seattle Public Utilities Department. Their request was for the position to be reclassified to Capital Projects Coordinator. The recommended allocation was Capital Projects Coordinator, Assistant. The incumbent with the support of management appealed the recommendation.

A Reconsideration Hearing was held on June 5, 1998, in response to the appeal. At the Hearing, additional information was presented to the Board in support of the Department's initial request. According to the Customer Services Branch Executive, the position is independently responsible for the Water Meter Replacement Program, and emphasized that the position also identifies and analyzes meters for accuracy and revenue producing capabilities. Although the position may not have the same level of responsibility traditionally associated with the base level Capital Projects Coordinator (CPC), e.g., complexity, size, and controversial nature of the projects, the Branch Executive reiterated how the position has independent authority over the projects. Even though the monetary values of the projects are low (\$75,000 average), the independent nature of the work was shown with various examples, such as, working with customers (Boeing, U.W., etc.) to identify and resolve usage issue; and coordinating sensitive issues with internal & external contractors and municipalities on construction projects (Sea-Tac meter replacement that involved Sea-Tac, Port of Seattle, and private contractors). The main additional factor conveyed during the reconsideration hearing was the independence this position is given and how it is ultimately responsible for the entire Water Replacement Program. The position does not report to a higher level CPC and is not located with other Capital Project Coordinators. It is the sole CPC for the Program.

The Reconsideration Board consisting of John Pearson - Classification Supervisor, Kathy Steinmeyer - Sr. Personnel Analyst from the Policy Unit, and Lidia Santiesteban the Classification/Compensation Director, reviewed and considered the information presented and agreed that the subject position is performing independent work beyond that initially indicated. It is their recommendation that the subject position be reclassified to the title of Capital Projects Coordinator.

The incumbent with management's concurrence also requested that the retro-active date be changed to April 3, 1996.

COSTING

If implemented on the 1998 Third Quarter Ordinance, the maximum estimated cost of implementing this action would be \$39,603.57. This figure includes any current and retroactive (*if applicable*) cost for this action. The ongoing annual cost for this action would be \$15,965.55. The calculations are based on the difference between the top step of the current and the recommended salary range and includes statutory benefits (*FICA, etc.*). The actual amount payable to any affected employee will vary.

CITY OF SEATTLE
EXECUTIVE SERVICES DEPARTMENT
PERSONNEL DIVISION



CLASSIFICATION DETERMINATION REPORT

Date: April 6, 1998 Report No.: 98-1629

POSITION IDENTIFICATION
Department: Seattle Public Utilities
Classification Title: Civil Engineering Specialist, Assistant
Ordinance Title: Civil Engineering Specialist, Assistant III
Position Number: 008675 Current Salary \$19.45, \$20.19, \$21.05, \$21.86, \$22.71
Bargaining Unit: 004 Range: N/A
Remarks:

RECOMMENDED ACTION
Classification Title: Civil Engineering Specialist, Associate
Ordinance Title: Civil Engineering Specialist, Associate
Bargaining Unit: 004 Recommended Salary: \$21.05, 21.86, 22.71, 23.59, 24.52
Legislation Required: YES Range: N/A
Remarks

INCUMBENT STATUS
Incumbent: [Redacted]
Current Standing: Civil Engineering Specialist, Assistant
Recommended Standing: Civil Engineering Specialist, Associate
In recommended standing, incumbent status is:
 Regular Probationary Temporary (exam required)
Authority: Agreement between IFPTE Local 17 & City of Seattle, Article 9.7.B.1.
Personnel Rule 2.3.100 2.3.200 2.3.300
Remarks:

Recommended: Team 2 Classification/Compensation Analyst(s)
Approved: John Pearson Classification/Compensation Supervisor
Lidia Santiesteban Classification/Compensation Director
Norma McKinney ~~(Acting)~~ Personnel Director

Review Team

This review was conducted by Team 2 consisting of Carla Coward, Curt Funk, Gail Thompson and SharonLee Nicholson. Steve Aspiras, Class/Comp Analyst assigned to Seattle Public Utilities also was consulted during the review process. SharonLee Nicholson wrote the report.

Source of Request and Position Identification

This request came out of the 1997 reorganization consolidating the Water, Engineering and parts of City Light Departments. That reorganization increased the size of units in the Engineering Support Division; thus, additional lead drafting positions are required to provide support for the consolidated drafting staff.

Position History

Position No. 008675 was created in 1966 as a Civil Engineering Specialist in the Engineering Department. The current incumbent entered the position as a Civil Engineering Specialist Assistant in 1990. In the Classification Project (1994), the position was reviewed and the classification confirmed; however, the incumbent appealed the action, claimed higher level duties and requested the "Associate" level. The appeal was denied in the final administrative review and by the Appeals Examiner with the position remaining at the Assistant level. In 1997 during the utilities consolidation, the position was transferred to the Engineering Support Division of the new SPU Department.

Scope of Review

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

- Position Description Questionnaire (PDQ) signed by the incumbent on July 9, 1997;
- Organization chart for the affected Engineering Support Section of SPU;
- Classification Specification #7201503 for *Assistant Civil Engineering Specialist*;
- Classification Specification #7201504 for *Associate Civil Engineering Specialist*;
- Classification Specification #7201503 for *Senior Civil Engineering Specialist*;
- Class Project Final Administrative Review dated June 6, 1994 for Position No. 008675
- Appeals Examiner Review (Case No. 060694D) dated July 10, 1995 for Position #008675

Summary of Work

According to the PDQ submitted for this review, Position No. 008675 is responsible for leading a group of Assistant Civil Engineering Specialists in preparing drawings for the design process (primarily for CIP design work). In connection with this assignment, the incumbent is expected to provide AutoCAD technical support to members of the drafting team in this unit and to others elsewhere in the division.

Nearly 50% of the position's time is spent coordinating and assigning work, compiling plans, working with Civil Engineers to identify and resolve design conflicts. Another 30% of the time, the position is expected to collaborate with other units in the division and the utility to resolve software conflicts and to ensure that department standards are met and that the new software packages can be used.

Analysis

At the time of the Classification Project appeal, the incumbent claimed that working as a lead AutoCAD Operator was sufficient justification to reclassify this position to the higher *Associate Civil Engineering Specialist* level. However, the response (correctly) identified the AutoCAD software as a tool used to perform the work of the position. At that time, position documentation for this position indicated that it led one other position. Nothing in previous position documents indicated technical assistance or support to coworkers or other specialists outside the work unit.

In comparison, according to management's remarks on the current PDQ, the consolidation of the Public Utilities Department increased the size of this position's work unit and has changed its expectations. Since July 1997, Position No. 008675

“... has been assigned duties that require a high level of technical skill, ability to work under minimal supervision, the ability to lead on projects, coordination of several projects simultaneously, and the ability to teach and assist others.”

In evaluating the new duties, it is useful to compare directly the duties to the relevant class specification. That comparison follows:

Duty ID & % of Job	Duty Description from PDQ	Excerpt from Relevant Class Spec
14A. 46%	<u>Lead AutoCAD Operator</u> – generate multiple drawings, documents and maps for CIP projects. Assign work; clarify info from engineers; identify design conflicts; prepare time estimates; assist other design team members with similar conflicts and problem resolutions	Spec #7201504 – Assoc CE Spec “Positions...work under general supervision, independently resolving most problems but informing the supervisor of unusual or controversial problems. This class may lead specialists or other support staff, or provide technical guidance to other technical or professional personnel.”
14B. 32%	<u>Technical Support.</u> AutoCAD resource to Engr Svcs Branch. Standardize and write procedures for AutoCAD and Eagle Point software; assist in solving UNIX computer problems in the design section;	Spec #7201504 – Assoc CE Spec “Performs journey-level complex and difficult technical civil engineering . . . activities including drafting; performing well-defined design work; . . .” “Checks accuracy of work and computations performed by other engineering personnel; . . .”
14C 20%	<u>Training.</u> Train in the section and the division or branch on AutoCAD, Eagle Point and on how to gain access to GIS and its applications.	Spec #7201504 – Assoc CE Spec “This class may lead specialists or other support staff, or provide technical guidance to other technical or professional personnel.”

Given the PDQ submitted with this request, the appropriate classification for this body of work is the *Associate Civil Engineering Specialist*. The position works at a higher level of independence than does an *Assistant III*; has greater responsibility for leading the work of others as well as providing training and general technical resources.

Recommendation

We recommend that Position No. 008675 be reclassified from Assistant Civil Engineering Specialist to Associate Civil Engineering Specialist. The effective date of this action should be July 9, 1997, the date the incumbent signed the PDQ.

Costing

If this report is implemented on the 1998 Second Quarter Ordinance, the maximum estimated cost of this action would be \$4,772.22 which includes current and retroactive costs. The ongoing annual cost of this action would be \$4,405.13. The calculations are based on the difference between the top step of the current salary range and that of the recommended salary range and includes statutory benefits (FICA, etc.). The actual amount payable to the affected employee will vary.

CITY OF SEATTLE
 EXECUTIVE SERVICES DEPARTMENT
 PERSONNEL DIVISION

3098



CLASSIFICATION DETERMINATION REPORT

Date: April 6, 1998	Report No.: 98-1631
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POSITION IDENTIFICATION

Department: Seattle Public Utilities

Classification Title: Civil Engineering Specialist, Assistant

Ordinance Title: Civil Engineering Specialist, Assistant III

Position Number: 008709 Current Salary \$19.45, \$20.19, \$21.05, \$21.86, \$22.71

Bargaining Unit: 004 Range: N/A

Remarks:

RECOMMENDED ACTION

Classification Title: Civil Engineering Specialist, Associate

Ordinance Title: Civil Engineering Specialist, Associate

Bargaining Unit: 004 Recommended Salary: \$21.05, 21.86, 22.71, 23.59, 24.52

Legislation Required: YES Range: N/A

Remarks:

INCUMBENT STATUS

Incumbent:

Current Standing: Civil Engineering Specialist, Assistant

Recommended Standing: Civil Engineering Specialist, Associate

In recommended standing, incumbent status is:

Regular Probationary Temporary (exam required)

Authority: Agreement between IFPTE Local 17 & City of Seattle, Article 9.7.B.1.
 Personnel Rule

2.3.100 2.3.200 2.3.300

Remarks:

Recommended: Team 2 *J. Smith* Classification/Compensation Analyst(s)

Approved: John Pearson *J.P.* Classification/Compensation Supervisor

Lidia Santiesteban *L.S.* Classification/Compensation Director

Norma McKinney *N.M.* (Acting) Personnel Director

Review Team

This review was conducted by Team 2 consisting of Carla Coward, Curt Funk, Gail Thompson and SharonLee Nicholson. Steve Aspiras, Class/Comp Analyst assigned to Seattle Public Utilities also was consulted during the review process. SharonLee Nicholson wrote the report.

Source of Request and Position Identification

This request came out of the 1997 reorganization consolidating the Water, Engineering and parts of City Light Departments. That reorganization increased the size of units in the Engineering Support Division; thus, additional drafting positions performing technically complex design and drafting as well as technical AutoCAD support are required for the consolidated staff.

Position History

Position No. 008709 was created in 1968 as a Civil Engineering Specialist in the Engineering Department. The current incumbent entered the position as a Civil Engineering Specialist Assistant in March 1997. During the 1997 utilities consolidation, the position was transferred to the Engineering Support Division of the new SPU Department.

Scope of Review

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

- Position Description Questionnaire (PDQ) signed by the incumbent on August 14, 1997;
- Organization chart for the affected Engineering Support Section of SPU;
- Classification Specification #7201503 for *Assistant Civil Engineering Specialist*;
- Classification Specification #7201504 for *Associate Civil Engineering Specialist*;

Summary of Work

According to the PDQ submitted for this review, Position No. 008709 is responsible for performing advanced AutoCAD design work, preparing base maps, contract plans as well as contour maps, road profiles and cross sections. Additionally, the position provides lead and/or technical support to other Civil Engineering Specialists in the work group in preparing drawings for the design process. In connection with this assignment, the incumbent provides AutoCAD technical support to members of the drafting and design team in this unit.

Eighty percent of the position's time is spent in technically complex drafting using the AutoCAD or Eagle Point software systems. This activity may include assisting other Civil Engineering Specialists in resolving technically complex AutoCAD problems. The position is expected to work with a high degree of independence and resolve most drafting or AutoCAD problems without consulting the supervisor.

The position is also expected to provide technical lead or support assistance to other Civil Engineering Specialists on particular projects.

Analysis

According to management's remarks on the current PDQ, the consolidation of the Public Utilities Department increased the size of this position's work unit and has changed its expectations. Since July 1997, Position No. 008709

“... is expected to take on the most technically challenging work, assist less skilled workers, require little supervision, and ... act as a lead on projects. . .”

In evaluating the new duties, it is useful to compare directly the duties to the relevant class specification. That comparison follows:

Duty ID & % of Job	Duty Description from PDQ	Excerpt from Relevant Class Spec
14A. 70%	<u>AutoCAD</u> – ... advanced AutoCAD drafting; help troubleshoot problems in AutoCAD for other drafters and designers. Write script routines automating commands; identify problems and remedy them; work with a minimum of supervision.	Spec #7201504 – Assoc CE Spec "Performs journey-level complex and difficult technical civil engineering . . . activities including drafting; performing well-defined design work; . . ."Positions...work under general supervision, independently resolving most problems but informing the supervisor of unusual or controversial problems.
14B. 10%	<u>EaglePoint Software</u> . Create base maps requiring interpreting survey data; create contour maps, profiles and cross sections; check work to insure data is correct; trouble shoot problems	Spec #7201504 – Assoc CE Spec "Checks accuracy of work and computations performed by other engineering personnel; . . ."
14C 10%	<u>Organizing</u> Organize projects including tracking documents, drawings and workload information; estimate time and derive creative solutions when deadlines and/or budgets are tight.	Spec #7201504 – Assoc CE Spec "Researches and verifies data pertaining to maps and drawings. Interprets . . . notes, field checks, surveys and existing records to assure that maps and drawings are accurate and reflect improvements.

Given the PDQ submitted with this request, Position No. 008709 is not currently classified appropriately. The primary emphasis of this position's work is on technically complex drafting assignments, some project management duties and the technical support of other Specialists. The position works at a higher level of independence than does an *Assistant III*; has greater responsibility for insuring the accuracy of maps, surveys, drawings and other

project drawings and documentation. Therefore, the appropriate classification for this body of work is the *Associate Civil Engineering Specialist*.

Recommendation

We recommend that Position No. 008709 be reclassified from Assistant Civil Engineering Specialist to Associate Civil Engineering Specialist. The effective date of this action should be August 14, 1997, the date the incumbent signed the PDQ.

Costing

If this report is implemented on the 1998 Second Quarter Ordinance, the maximum estimated cost of this action would be \$4,221.58 which includes current and retroactive costs. The ongoing annual cost of this action would be \$4,405.13. The calculations are based on the difference between the top step of the current salary range and that of the recommended salary range and includes statutory benefits (FICA, etc.). The actual amount payable to the affected employee will vary.

CITY OF SEATTLE
EXECUTIVE SERVICES
DEPARTMENT



CLASSIFICATION DETERMINATION REPORT

Date: May 29, 1998 Report No.: 98-1746

POSITION IDENTIFICATION
Department: Seattle Public Utilities
Classification Title: Field Engineering Specialist, Assistant
Ordinance Title: Field Engineering Specialist, Assistant III
Position Number: 023595
Bargaining Unit: 004 Current Salary: \$19.45 - 22.71 (Range: n/a)

RECOMMENDED ACTION
Classification Title: Civil Engineering Specialist, Assistant
Ordinance Title: Civil Engineering Specialist, Assistant III
Legislation Required: Yes
Bargaining Unit: 004 Recommended Salary: \$19.45 - 22.71 (Range: n/a)
Remarks:

INCUMBENT STATUS
Incumbent:
Current Standing: Field Engineering Specialist, Assistant III
Recommended Standing: Civil Engineering Specialist, Assistant III
In recommended standing, incumbent status is:
[X] Regular; [] Probationary; [] Temporary.
Authority: Personnel Rule
[X] 2.3.100; [] 2.3.200; [] 2.3.300.
Remarks: Title change only

ANALYSIS AND RECOMMENDATION
The title of Field Engineering Specialist, Assistant was changed to Civil Engineering Specialist, Assistant as a result of the Classification Project. In order to update the position file and rid the system of titles no longer appropriate to use, I recommended that this position be allocated to the title of Civil Engineering Specialist, Assistant effective April 15, 1998. Seniority is not affected by this action.

Recommended: Susie Hansen Farrell Classification/Compensation Analyst
Approved: Edie Jorgensen Classification/Compensation Supervisor
Lidia Santiesteban Classification/Compensation Director
Norma McKinney Personnel Director

CITY OF SEATTLE
EXECUTIVE SERVICES
DEPARTMENT



3098

CLASSIFICATION DETERMINATION REPORT

Date: May 29, 1998 Report No.: 98-1749

POSITION IDENTIFICATION
Department: Seattle Public Utilities
Classification Title: Field Engineering Specialist, Associate
Ordinance Title: Field Engineering Specialist, Associate
Position Number: 008800
Bargaining Unit: 004 Current Salary: \$21.05 - 24.52 (Range: n/a)

RECOMMENDED ACTION
Classification Title: Civil Engineering Specialist, Associate
Ordinance Title: Civil Engineering Specialist, Associate
Legislation Required: Yes
Bargaining Unit: 004 Recommended Salary: \$21.05 - 24.52 (Range: n/a)
Remarks: Title change only

INCUMBENT STATUS
Incumbent:
Current Standing: Field Engineering Specialist, Associate
Recommended Standing: Civil Engineering Specialist, Associate
In recommended standing, incumbent status is:
[X] Regular; [] Probationary; [] Temporary.
Authority: Personnel Rule
[X] 2.3.100; [] 2.3.200; [] 2.3.300.
Remarks: Title Change Only

ANALYSIS AND RECOMMENDATION
The title of Field Engineering Specialist, Associate was changed to Civil Engineering Specialist, Associate as a result of the Classification Project. In order to update the position file and rid the system of titles no longer appropriate to use, I recommended that this position be allocated to the title of Civil Engineering Specialist, Associate effective April 15, 1998. Seniority is not affected by this action.

Recommended: Susie Hansen Farrell *SM* Classification/Compensation Analyst
Approved: Edie Jorgensen *EJ* Classification/Compensation Supervisor
Lidia Santiesteban *LS* Classification/Compensation Director
Norma McKinney *NM* Personnel Director



CLASSIFICATION DETERMINATION REPORT

Date: June 4, 1998 Report No.: 98-1750

POSITION IDENTIFICATION

Department: Seattle Public Utilities
Classification Title: Public Information Supervisor
Ordinance Title: Public Information Supervisor
Position Number: 024202
Bargaining Unit: 030 Current Salary: \$21.67 - \$25.23 (Range: 35.0A)

RECOMMENDED ACTION

Classification Title: Public Relations Supervisor
Ordinance Title: Public Relations Supervisor
Legislation Required: Yes
Bargaining Unit: 030 Recommended Salary: \$21.67 - \$25.23 (Range: 35.0A)

INCUMBENT STATUS

Incumbent:
Current Standing: Public Information Supervisor
Recommended Standing: Public Relations Supervisor
In recommended standing, incumbent status is:
[X] Regular; [] Probationary; [] Temporary
Authority: Personnel Rule
[X] 2.3.100; [] 2.3.200; [] 2.3.300.
Remarks: Title change only

ANALYSIS AND RECOMMENDATION

An ordinance was passed as part of the Classification Project legislating the new title of Public Relations Supervisor to replace the title of Public Information Supervisor. In order to update the position file and rid the system of titles no longer appropriate to use, it is recommended that the position number 024202 be retitled to Public Relations Supervisor, effective 4/16/98. This action is necessary so that the pay title matches the class specification title. Seniority is not affected by this action.

Recommended: Irene Ogunyemi *io* Classification/Compensation Analyst

Approved: Edie Jorgensen *EJ* Classification/Compensation Supervisor

Lidia Santiesteban *LS* Classification/Compensation Director

Norma McKinney *NM* Personnel Director

CITY OF SEATTLE
EXECUTIVE SERVICES
DEPARTMENT



CLASSIFICATION DETERMINATION REPORT

Date: June 4, 1998 Report No.: 98-1753

POSITION IDENTIFICATION
Department: Seattle Public Utilities
Classification Title: Public Information Specialist, Senior
Ordinance Title: Public Information Specialist, Senior
Position Number: 022302
Bargaining Unit: 030 Current Salary: \$20.04 - \$23.35 (Range: 33.0A)

RECOMMENDED ACTION
Classification Title: Public Relations Specialist, Senior
Ordinance Title: Public Relations Specialist, Senior
Legislation Required: Yes
Bargaining Unit: 030 Recommended Salary: \$20.04 - \$23.35 (Range: 33.0A)

INCUMBENT STATUS
Incumbent:
Current Standing: Public Information Specialist, Senior
Recommended Standing: Public Relations Specialist, Senior
In recommended standing, incumbent status is:
[X] Regular; [] Probationary; [] Temporary
Authority: Personnel Rule
[X] 2.3.100; [] 2.3.200; [] 2.3.300.
Remarks: Title change only

ANALYSIS AND RECOMMENDATION
An ordinance was passed as part of the Classification Project legislating the new title of Public Relations Specialist, Senior to replace the title of Public Information Specialist, Senior. In order to update the position file and rid the system of titles no longer appropriate to use, it is recommended that the position number 022302 be retitled to Public Relations Specialist, Senior, effective 4/16/98. This action is necessary so that the pay title matches the class specification title. Seniority is not affected by this action.

Recommended: Irene Ogunyemi *io* Classification/Compensation Analyst
Approved: Edie Jorgensen *EJ* Classification/Compensation Supervisor
Lidia Santiesteban *LS* Classification/Compensation Director
Norma McKinney *NM* Personnel Director

06/03/98

30493

**EXECUTIVE SERVICES DEPARTMENT, PERSONNEL DIVISION
APEX MARKET GROUP ALLOCATION
EXECUTIVE COMPENSATION REVIEW COMMITTEE**

POSITION IDENTIFICATION:

Department:	Seattle Public Utilities
Current Job Title:	Director XII
Current Incumbent:	
Position Number:	00021935
Current Salary Range Top Step:	\$77,987
Requested Market Group:	Not specified

ECRC DECISION:

ECRC approves as follows:	
Market Group:	<u>2</u> [Class/Comp recommendation: 2]
Effective date:	<u>1/7/98</u> [Class/Comp recommendation: 1/7/98]
Authorized To Compensate In Adjoining Market Group:	<u>No</u>
Signature of ECRC Representative:	<i>Debra T. Pagny</i>
Date of ECRC Approval:	<u>6/19/98</u>

ANALYSIS: This position still has the pre-APEX budget title of Director XII, and the purpose of this review is to place it properly within the APEX system. The position heads the Community Services Division, which is one of five divisions within the Resource Management Branch of the Seattle Public Utilities Department. The Directors of the other four divisions are Executive 2, and the Branch Executive is an Executive 3.

A team of Class/Comp Analysts evaluated this position using the APEX Criteria Matrix Summary. Based on the rating matrix, and on the alignment of four other peer directors at the Executive 2 level, our recommendation for this position is Executive 2. It may be noted that this is a "strong" Executive 2 recommendation. Based on the rating matrix, the team rated the position as medium for Hierarchical Orientation and high for Scope and Impact. For Strategic Significance, the team's consensus rating is medium, although the team considered a "high" rating based on this position's level of environmental stewardship as a result of being in charge of environmental partnerships and resource allocation. If Strategic Significance were rated as High, then a case could be made for Executive 3 for this position. However, both the rating matrix and the internal organization justify a recommendation of Executive 2 at this time.

CITY OF SEATTLE
EXECUTIVE SERVICES
DEPARTMENT



3092

CLASSIFICATION DETERMINATION REPORT

Date: June 4, 1998 Report No.: 98-1887

POSITION IDENTIFICATION
Department: Seattle Public Utilities
Classification Title: Field Engineering Specialist, Assistant
Ordinance Title: Field Engineering Specialist, Assistant III
Position Number: 023596
Bargaining Unit: 004 Current Salary: \$19.45 - \$22.71 (Range: n/a)

RECOMMENDED ACTION
Classification Title: Civil Engineering Specialist, Assistant
Ordinance Title: Civil Engineering Specialist, Assistant III
Legislation Required: Yes
Bargaining Unit: 004 Recommended Salary: \$19.45 - \$22.71 (Range: n/a)

INCUMBENT STATUS
Incumbent:
Current Standing: Field Engineering Specialist, Assistant III
Recommended Standing: Civil Engineering Specialist, Assistant III
In recommended standing, incumbent status is: n/a
[X] Regular; [] Probationary; [] Temporary.
Authority: Personnel Rule
[X] 2.3.100; [] 2.3.200; [] 2.3.300.
Remarks: Title Change Only

ANALYSIS AND RECOMMENDATION
The title of Field Engineering Specialist, Assistant was changed to Civil Engineering Specialist, Assistant as a result of the Classification Project. In order to update the position file and rid the system of titles no longer appropriate to use, I recommended that this position be allocated to the title of Civil Engineering Specialist, Assistant effective April 15, 1998. Seniority is not affected by this action.

Recommended: Susie Hansen *SH* Classification/Compensation Analyst
Approved: Edie Jorgensen *EJ* Classification/Compensation Supervisor
Lidia Santiesteban *LS* Classification/Compensation Director
Norma McKinney *NM* Personnel Director



CLASSIFICATION DETERMINATION REPORT

Date: June 11, 1998 Report No.: 98-1889

POSITION IDENTIFICATION
Department: Seattle Public Utilities
Classification Title: Data Processing Systems Analyst, Senior
Ordinance Title: Data Processing Systems Analyst, Senior
Position Number: 023091
Bargaining Unit: 030 Current Salary: \$23.78 - 27.73 (Range: 37.5A)

RECOMMENDED ACTION
Classification Title: Senior Systems Analyst
Ordinance Title: Senior Systems Analyst
Legislation Required: Yes
Bargaining Unit: 030 Recommended Salary: \$23.78 - 27.73 (Range: 37.5A)

Remarks: Title Change Only - There is no cost associated with this action.

INCUMBENT STATUS
Incumbent:
Current Standing: Data Processing Systems Analyst, Senior
Recommended Standing: Senior Systems Analyst
No change

Analysis and Recommendation
The title of Data Processing Systems Analyst, Senior was revised to Senior Systems Analyst as a result of the Classification Project. In order to update the position file and rid the system of titles no longer appropriate to use, it is recommended that the subject position be allocated to the title of Senior Systems Analyst. This action is to become effective January 1, 1992, the date it was classified to the title of Data Processing Systems Analyst, Senior.

Recommended: Schematic Team Classification Analyst(s)
Approved: Edie Jorgensen/John Pearson Classification Supervisor
Lidia Santiesteban Classification/Compensation Director
Norma McKinney Personnel Director

CITY OF SEATTLE
PERSONNEL
DIVISION

CLASSIFICATION DETERMINATION REPORT

Date: 6/22/98

Report No.: 98-1890

POSITION IDENTIFICATION

Department: Seattle Public Utilities
Classification Title: Civil Engineer, Assistant
Ordinance Title: Civil Engineer, Assistant III
Position Number: 016785
Bargaining Unit: 034 **Current Salary: \$ 20.60 - \$ 24.05**

RECOMMENDED ACTION

Classification Title: Civil Engineer, Associate
Ordinance Title: Civil Engineer, Associate
Bargaining Unit: 034
Legislation Required: yes **Recommended Salary: \$22.26 - \$25.97**
Remarks: Reallocation. See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:
Current Standing: Civil Engineering, Assistant
Recommended Standing: Civil Engineer, Associate
In recommended standing, incumbent status is:
 Regular Probationary Temporary (exam required)
Authority: Personnel Rule
 2.3.100 2.3.200 2.3.300
Remarks: Per Article 9.7C of the Local 17 Bargaining Agreement

Recommended: Steven Aspiras Sr. Classification/Compensation Analyst

Approved: Edie Jorgensen Classification/Compensation Supervisor

Lidia Santiesteban Classification/Compensation Director

Norma McKinney Personnel Director

Source of Request/Position Identification:

This position was reviewed as a result of a Departmental request. Position No. 016785 is located in the Transportation Design Division (TDD) that provides the following design services: Roadway, Signal and Lighting, and Structural. TDD prepares design plans and contract bid documents for primarily Transportation Capital Improvement projects, but also provides them for other clients such as Seattle Public Utilities, City Light, Parks, WSDOT, and other private/public agencies. Other services provided include plan reviews for private development and street vacations, legal advice on claims, design expertise and guidance during project initiation, design and construction, and development of transportation studies. The subject position is in the Roadway Design section that designs surface improvements (such as roadways, sidewalks, bridge alignments, bikeways and trails) in the public R/W, and provides highway capacity analysis, geometric design, channelization, and review of consultant and private developer designs.

Position History:

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

Scope of Review:

Review of this position consisted of the following:

- Position Description Questionnaire (PDQ) submitted for this review;
- Class Specification Nos. 7004503\Civil Engineer, Assistant and 7004504\Civil Engineer, Associate;
- Position file contents;
- Comparison to similar positions;
- Review of the organization unit affecting the subject position;
- and related classification files.

Summary of Work

The primary purpose of this position is to act as the lead designer on a number of complex projects in which multi design groups are involved. The position provides the roadway design elements as well as coordinates the work of all other design groups. It coordinates closely with the Project Manager and Seatran lead, and conducts presentations to the community, business groups, and Seattle Design Commission. As the technical expert regarding roadway design elements, the position responds to the units' needs on projects in terms of scope, schedule and budget. This position communicates with all people (whether public or private) regarding designs related to survey improvements, as well as preparation of contract documents for construction.

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

Analysis:

The Assistant Civil Engineer (CE Asst.) class series can be characterized as performing entry-level professional civil engineering work in the planning, design, construction, operation and maintenance of municipal public works, utilities and services projects. The Assistant can be distinguished from the Civil Engineer Associate (CE Assoc.) level by the lower degree of complexity of work assigned and the greater amount of supervision received. Representative duties of an Associate level include: serving as project engineer on public works, utilities and service projects; supervising a group of engineers and specialists in the preparation of preliminary and long range plans, estimates and budgets, detailed final construction plans, specifications, special conditions and agreement; coordinating and reviewing the work submitted by consultants; reviewing final plans, specifications, special conditions and agreements and coordinating the work of contractors, affected public agencies and utilities; preparing final reports and estimates; approving contract change orders; and responsibility for carrying out difficult special projects as assigned.

The subject position is most similar to the CE series by the lead responsibilities over roadway designs. CEs generally work on the design and development of design criteria, originating projects, and checking and monitoring them through their various phases. Review of the subject position confirmed the responsibilities for coordinating the projects design both with internal and external contacts, and acting as the technical expert regarding roadway design elements. The position coordinates with outside agencies, City departments, community groups and other interested parties impacted by CIP roadway design projects, through design to construction. It performs the final inspection of projects and provides the construction inspector punch list items if required.

Recommendation:

Based on evaluation of the duties and responsibilities of position #016785, it is recommended this position be reallocated to Civil Engineer, Associate. This action should be effective 5/21/98, to coincide with the initial date the incumbent and supervisor signed off on the PDQ.

Costing:

If implemented on the 1998 Third Quarter Ordinance, the maximum estimated cost of implementing this action would be \$3,115.23. This figure includes any current and retroactive (*if applicable*) cost for this action. The ongoing annual cost for this action would be \$4,672.84. The calculations are based on the difference between the top step of the current and the recommended salary range and includes statutory benefits (*FICA, etc.*). The actual amount payable to any affected employee will vary.

CITY OF SEATTLE
PERSONNEL DEPARTMENT

3018



CLASSIFICATION DETERMINATION REPORT

Date: March 27, 1998

Report No.: 98-1704

POSITION IDENTIFICATION

Department: Transportation
Classification Title: Truck Driver
Ordinance Title: Truck Driver
Position Number: 007835
Bargaining Unit: 006 Current Salary: \$17.05 - 17.74 (Range: N/A)

RECOMMENDED ACTION

Classification Title: Heavy Truck Driver
Ordinance Title: Heavy Truck Driver
Legislation Required: Yes
Bargaining Unit: 006 Recommended Salary: \$17.92 - 18.66 (Range: N/A)
Remarks: See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:
Current Standing: Truck Driver
Recommended Standing: Heavy Truck Driver
In recommended standing, incumbent status is:
 Regular Probationary Temporary
Authority: Personnel Rule
 2.3100 2.3.200 2.3.300
Remarks:

Recommended: Team B *J. Chu* Classification Analyst(s)
Approved: Edie Jorgensen *EJ* Classification Supervisor
Lidia Santiesteban *LS* Classification/Compensation Director
Norma McKinney *NM* Acting Personnel Director

POSITION IDENTIFICATION AND SOURCE OF REQUEST

This review is in response to a Step 3 grievance filed by Local 21 on behalf of the employee. Local 21 is of the opinion that the subject position is regularly and routinely being assigned to work as a Heavy Truck Driver. As a remedy to the situation, Local 21 is requesting that the position be reallocated to the title of Heavy Truck Driver.

Background

Position #007835 is located in the Equipment Pool of the Asphalt Paving Section with the Seattle Transportation Department. The subject position, however, is on loan to the Seattle Public Utilities Department (SPU). The assignment to SPU began April 15, 1996.

SCOPE OF REVIEW:

This review was conducted by Gail Thompson, a Classification Analyst assigned to Team B. This review consisted of an analysis and evaluation of the following:

- ◆ the Position Description Questionnaire (PDQ) dated November 21, 1997;
- ◆ class specifications in the Truck Driver class series;
- ◆ a telephone conversation with unit manager (SEATRAN) and the unit crew chief and supervisor (SPU);
- ◆ an interview with the subject incumbent;
- ◆ comparison to similar positions;
- ◆ position history records.

SUMMARY OF WORK

The subject position is essentially responsible for operating a truck and tilt trailer to haul heavy construction equipment and materials to and from the job site on a *daily* basis.

Primary Tasks:

- driving a truck with a gross vehicle weight of 40,000 pounds;
- hauling large construction equipment, materials and set-up to and from job sites;
- determining the most appropriate route to take to the job site;
- performing a pre-trip inspection of the truck and equipment, including cleaning and making minor repairs;
- maintaining a variety of records such as, mileage, service, crew reports, etc.

NOTE: For a complete listing of the subject position's responsibilities, see the Position Description Questionnaire (PDQ), dated November 21, 1997, and submitted for purposes of this review.

The appropriate class series for purposes of this review is Truck Driver. This two level class series consists of the titles *Truck Driver* and *Heavy Truck Driver*. Each class is responsible for driving trucks to the assigned job site. The classes are distinguished by the Heavy Truck Driver's hauling of trailer or tractor trailer combinations.

ANALYSIS:

The work of the subject position is somewhat restricted in scope and the incumbent often repeats routine assignments, such as transporting materials and equipment to and from the work site. However, the overall expectation is consistent with that assigned to other *Heavy Truck Drivers* within the department and throughout the City. Positions within this class are responsible for driving a truck/trailer combination to haul materials and/or equipment to and from job sites and for the safe operation of the truck.

The primary responsibility of the subject position, according to management, is to drive a truck (*40,000 lbs. gross vehicle weight*) with a trailer (*20 ton*) to and from the job site *daily*. The *daily* hauling of the trailer reflects equipment and excavation procedural changes that went into effect approximately three years ago.

Based on the above review, we conclude that on April 15, 1996, the subject position was assigned a new set of duties when it was 'loaned' to SPU. The new set of duties have resulted in a classification change.

Note: According to management the incumbent was compensated for performing the higher level duties through out-of-class.

Recommendation

It is our recommendation that the subject position be reallocated to the title of *Heavy Truck Driver*. This action is to become effective October 23, 1996, thirty (30) calendar days prior to the initial filing of the grievance.

COSTING

If implemented on the 1998 Third Quarter Ordinance, the maximum estimated cost of implementing this action would be \$4,465.97. This figure includes any current and retroactive (*if applicable*) cost for this action. The ongoing annual cost for this action would be \$2,239.07. The calculations are based on the difference between the top step of the current and the recommended salary range and includes statutory benefits (*FICA, etc.*). The actual amount payable to any affected employee will vary.

CITY OF SEATTLE
EXECUTIVE SERVICES
DEPARTMENT



3098

CLASSIFICATION DETERMINATION REPORT

Date: May 29, 1998

Report No.: 98-1747

POSITION IDENTIFICATION

Department: Seattle Transportation
Classification Title: Field Engineering Specialist, Assistant
Ordinance Title: Field Engineering Specialist, Assistant III
Position Number: 021634
Bargaining Unit: 004 Current Salary: \$19.45 - \$22.71 (Range: n/a)

RECOMMENDED ACTION

Classification Title: Civil Engineering Specialist, Assistant
Ordinance Title: Civil Engineering Specialist, Assistant III
Legislation Required: Yes
Bargaining Unit: 004 Recommended Salary: \$19.45 - \$22.71 (Range: n/a)

INCUMBENT STATUS

Incumbent:
Current Standing: Field Engineering Specialist, Assistant III
Recommended Standing: Civil Engineering Specialist, Assistant III
In recommended standing, incumbent status is: n/a
 Regular; Probationary; Temporary.
Authority: Personnel Rule
 2.3.100; 2.3.200; 2.3.300.
Remarks: Title Change Only

ANALYSIS AND RECOMMENDATION

The title of Field Engineering Specialist, Assistant was changed to Civil Engineering Specialist, Assistant as a result of the Classification Project. In order to update the position file and rid the system of titles no longer appropriate to use, I recommended that this position be allocated to the title of Civil Engineering Specialist, Assistant effective April 15, 1998. Seniority is not affected by this action.

Recommended: Susie Hansen Farrell Classification/Compensation Analyst

Approved: Edie Jorgensen Classification/Compensation Supervisor

Lidia Santiesteban Classification/Compensation Director

Norma McKinney Personnel Director

CITY OF SEATTLE
EXECUTIVE SERVICES
DEPARTMENT



3098

CLASSIFICATION DETERMINATION REPORT

Date: June 1, 1998 Report No.: 98-1760

POSITION IDENTIFICATION
Department: Seattle Transportation
Classification Title: Field Engineering Specialist, Assistant
Ordinance Title: Field Engineering Specialist, Assistant III
Position Number: 008738
Bargaining Unit: 004 Current Salary: \$19.45 - \$22.71 (Range: n/a)

RECOMMENDED ACTION
Classification Title: Civil Engineering Specialist, Assistant
Ordinance Title: Civil Engineering Specialist, Assistant III
Legislation Required: Yes
Bargaining Unit: 004 Recommended Salary: \$19.45 - \$22.71 (Range: n/a)
Remarks:

INCUMBENT STATUS
Incumbent:
Current Standing: Field Engineering Specialist, Assistant III
Recommended Standing: Civil Engineering Specialist, Assistant III
In recommended standing, incumbent status is:
[X] Regular; [] Probationary; [] Temporary.
Authority: Personnel Rule
[X] 2.3.100; [] 2.3.200; [] 2.3.300.
Remarks: Title Change Only

ANALYSIS AND RECOMMENDATION
The title of Field Engineering Specialist, Assistant was changed to Civil Engineering Specialist, Assistant as a result of the Classification Project. In order to update the position file and rid the system of titles no longer appropriate to use, I recommended that this position be allocated to the title of Civil Engineering Specialist, Assistant effective April 15, 1998. Seniority is not affected by this action.

Recommended: Susie Hansen Farrell Classification/Compensation Analyst
Approved: Edie Jorgensen Classification/Compensation Supervisor
Lidia Santiesteban Classification/Compensation Director
Norma McKinney Personnel Director



CLASSIFICATION DETERMINATION REPORT

Date: June 2, 1998		Report No.: 98-1874
POSITION IDENTIFICATION		
Department:	See Exhibit A	
Classification Title:	See Exhibit A	
Ordinance Title:	See Exhibit A	
Position Number:	See Exhibit A	
Bargaining Unit:	030	Current Salary: See Exhibit A (Range: See Exhibit A)
RECOMMENDED ACTION		
Classification Title:	See Exhibit A	
Ordinance Title:	See Exhibit A	
Legislation Required:	See Exhibit A	
Bargaining Unit:	030	Recommended Salary: See Exhibit A (Range: See Exhibit A)
Remarks:	Title Change Only	
INCUMBENT STATUS		
Incumbent:	See Exhibit A	
Current Standing:	See Exhibit A	
Recommended Standing:	See Exhibit A	
In recommended standing, incumbent status is:	No Change	

Recommended:

Schematic Team *[Signature]* Classification Analyst(s)

Approved:

Edie Jorgensen *[Signature]* Classification Supervisor

Lidia Santiesteban *[Signature]* Classification/Compensation Director

Norma McKinley *[Signature]* ~~Acting~~ Personnel Director

CLASSIFICATION DETERMINATION

EXHIBIT A

REPORT NO.: 98-1874

RECOMMENDED SALARY: \$23.78-27.73
(Range: 37.5A)

RECOMMENDED ORDINANCE TITLE:
RECOMMENDED CLASSIFICATION TITLE:

Systems Analyst, Senior
Systems Analyst, Senior

Incumbent:	Department:	SEATRAN
Position No.: 008758	Current Salary:	\$23.78 - 27.73
Current Classification Title:	Data Processing Systems Analyst, Senior	
Current Ordinance Title:	Data Processing Systems Analyst, Senior	

Analysis and Recommendation

The title of Data Processing Systems Analyst, Senior was changed to Systems Analyst, Senior as a result of the Classification Project. In order to update the position file and rid the system of titles no longer appropriate to use, it is recommended that the subject position be allocated to the title of Systems Analyst, Senior. This action is to become effective January 1, 1993, to coincide with the date the position was classified to the title of Data Processing Systems Analyst, Senior.

Remarks: There is no change in the employee's incumbency status.
There is no cost associated with implementing the above action.

Incumbent:	Department:	SEATRAN
Position No.: 022967	Current Salary:	
Current Classification Title:	Data Processing Systems Analyst, Senior	
Current Ordinance Title:	Data Processing Systems Analyst, Senior	

Analysis and Recommendation

The title of Data Processing Systems Analyst, Senior was changed to Systems Analyst, Senior as a result of the Classification Project. In order to update the position file and rid the system of titles no longer appropriate to use, it is recommended that the subject position be allocated to the title of Systems Analyst, Senior. This action is to become effective January 2, 1991, to coincide with the implementation of the Classification Project.

Remarks: There is no change in the employee's incumbency status.
There is no cost associated with implementing the above action.

Incumbent:

Department: SEATRAN

Position No.: 008606

Current Salary: \$23.78 - 27.73

Current Classification Title: Data Processing Systems Analyst, Senior

Current Ordinance Title: Data Processing Systems Analyst, Senior

Analysis and Recommendation

The title of Data Processing Systems Analyst, Senior was changed to Systems Analyst, Senior as a result of the Classification Project. In order to update the position file and rid the system of titles no longer appropriate to use, it is recommended that the subject position be allocated to the title of Systems Analyst, Senior. This action is to become effective January 1, 1993, to coincide with the date the position was classified to the title of Data Processing Systems Analyst, Senior.

Remarks:

There is no change in the employee's incumbency status.
There is no cost associated with implementing the above action.

CITY OF SEATTLE
EXECUTIVE SERVICES DEPARTMENT

3013



CLASSIFICATION DETERMINATION REPORT

Date: 07/28/98 Report No.: 98-2113

POSITION IDENTIFICATION

Department: Seattle Transportation
Classification Title: Engr. & Plans Rev. Manager 2
Ordinance Title: Engr. & Plans Rev. Manager 2
Position Number: 008090
Bargaining Unit: 140 Current Salary: \$25.20hr. - \$34.02hr

RECOMMENDED ACTION

Classification Title: Information Technology Manager 3
Ordinance Title: Information Technology Manager 3
Legislation Required: Yes
Bargaining Unit: 140 Recommended Salary: \$ 29.08hr. - \$39.26hr.
Remarks Copy of MPDQ attached.

INCUMBENT STATUS

Incumbent: Vacant
Current Standing: NA
Recommended Standing: NA
In recommended standing, incumbent status is: NA
 Regular; Probationary; Temporary.
Authority: Personnel Rule
 2.3.100; 2.3.200; 2.3.300.

Recommended: Carla Coward *Chc* Class/Comp Analyst
Approved: John Pearson *JP* Class/Comp Supervisor
Lidia Santiesteban *LS* Class/Comp Director
Norma McKinney *NM* Personnel Director

SOURCE OF REQUEST

This position was reviewed as a result of a request submitted by Seattle Transportation. This position was transferred from their Traffic division to their Resource Management division, and the duties and responsibilities were reallocated. The department believes that the position is now serving as a Chief Technology Officer for Seattle Transportation.

ANALYSIS AND RECOMMENDATION

Scope of Review: This position was reviewed by a team of class/comp analysts for inclusion in the Managers or Strategic Advisor Program. The point factor analysis yielded 425 points in the Strategic Advisor point factor system and 624 points in the Manager point factor system. Manager 3 is the most appropriate allocation due to the description of primary work duties and the salary advantage it affords the position. The points for each dimension are listed below:

Point Factor Dimensions:

Program	Policy	Technical	Budget/ Fiscal	Human Resources	Communications	Matrix
Med/120	Med/107	Hi/140	Low/47	Med/87	Low/43	Med/80

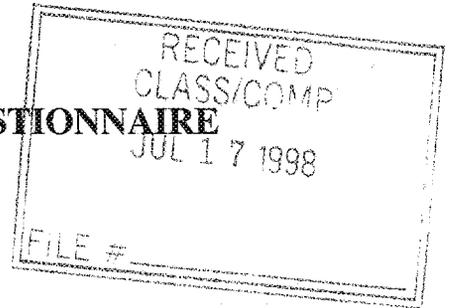
Recommendation:

Based on the duties and responsibilities, we recommend that this position be designated as an Information Technology Manager 3, effective the date the MPDQ was signed, July 15, 1998.

Costing

If implemented on the 1998 Third Quarter Ordinance, the maximum estimated cost of implementing this action would be \$5,549.00. This figure includes any current and retroactive (*if applicable*) cost for this action. The ongoing annual cost for this action would be \$11,098.00. The calculations are based on the difference between the midpoint of the current and the recommended salary pay zone and includes statutory benefits (*FICA, etc.*). The actual amount payable to any affected employee will vary.

City of Seattle
 Personnel Department
MANAGER POSITION DESCRIPTION QUESTIONNAIRE
EMPLOYEE SECTION



Date:
 July 15, 1998

1. Employee Name: Vacant	
Phone Number:	Mail Stop:
Department: Seattle Transportation	Division Resource Management

2. Current Position Information:	
Position Holder(s)	Position Numbers
1) Vacant - currently	008090
2) Phil Thordarson - previously	
Current Ordinance Title: Manager 2	
Work Address: 7th fl Muni Bldg	

Immediate Supervisor's Name: Laura Gilbert	
Title: Director Resource Management	Phone # 4-5350

Next Higher Supervisor's Name: Daryl Grigsby	
Title: Department Director	Phone # 4-5000

3.	SUMMARY SECTION <i>Using only one or two sentences, briefly summarize the work of this position. (To be completed by employee, supervisor or HR Unit of a department)</i>
<p>The position reports to the Director of SEATRAN's Resource Management Division. The Department has 500+ employees. The Information Systems Manager is responsible for eight (8) professional staff. (2 subordinate supervisors) Duties: Perform the full range and scope of the department's information technology and data processing needs: development and implementation of technology business plan; developing, advocating and managing the technology budget; planning, developing, implementing and administering the technology systems, applications, system architecture, data base administration, and help desk services; managing a complex technically-oriented customer service organization; developing, implementing and maintaining the department's internal and external web presence; executing and managing contracts for technology services. This position is responsible for initiating and leading business process analysis that will improve efficiency and effectiveness of SEATRAN's service delivery through process redesign and the use and integration of technology.</p>	

7. **When would the employee be expected to ask their supervisor for advice or guidance?**
 The employee is expected to operate at a high level senior management level especially in the technology field. Guidance is given in terms of Department long range plans, 5 year strategic plans, and budgetary areas.

8. **List people contacts other than regular coordination with supervisors, co-workers or subordinates:**

Who?	Why	How Often? Circle One		
1. senior and mid level directors and managers with in SEATRAN.	Leading a decision-making discussion, giving advice, negotiation, service delivery discussions	D ✓	W	M
2. SEATRAN employees served by the section	Giving advice, negotiation, service delivery discussions	D	W ✓	M
3. Other City Information Technology managers and professionals	Leading and/or participating in a decision-making discussion, giving advice, negotiation, service delivery discussions	D ✓	W	M
4. City's Chief Technology Officer	Participating in a decision-making discussion, giving advice, negotiation, service delivery discussions	D	W	M ✓
5. City's Enterprise Information Section	Leading or participating in a decision-making discussion, giving advice, negotiation, service delivery discussions	D	W ✓	M
6. Vendors and contractors	Leading a decision-making discussion, negotiation, service delivery discussions	D	W ✓	M
7. Other City high level managers and directors	Leading or participating in a decision-making discussion, giving advice, negotiation, service delivery discussions	D	W ✓	M ✓
8. City's Technology Division management and staff within ESD	Leading or participating a decision-making discussion, giving advice, negotiation, service delivery discussions	D	W ✓	M

9. **List City employees under the immediate supervision of this position (attach additional pages if needed):**

Names	Titles
John Green	Sr DPSA
Craig Coulson	SR Sys Analyst
Leslie Strickland	MSA
Leanne Johnston	DPSA
Cal Agatsuma	P&D Spec II
Geoff Fryant	MSA
Chris Hemstead	Civil Eng Spec III
Gail Nardone	Program analyst
Eric Encomienda (on loan from ESD)	SR MSA

10.	Indicate other factors or aspects of the job that should be considered in evaluating this position such as working conditions, hazards, physical effort, pressures, and deadlines.
<p>This position has great responsibility to ensure that the technology systems supporting the day to day and long term activities of SEATRAN are working, are set up efficiently and are flexible to handle the changing nature of the services SEATRAN provides. This entails providing 24X7 services on a regular basis. During emergency response - landslides, snow & ice, earthquake, major transportation accidents - SEATRAN must be able to respond and continue operating - and given the increased reliance on technology based business systems this position's responsibilities have increased in kind.</p>	

11.	Signature Section (If signature is other than the current incumbent, please indicate relationship to this position.)		
	Signature	Date July 1998	Signature
			Date
	Laura L. Gilbert		

IMMEDIATE SUPERVISOR SECTION

Items #12 through #22 are to be completed by the immediate supervisor.

12.	Describe the purpose of the work unit or area
<p>This section provides the full range and scope of the department's information technology and data processing services: development and implementation of technology business plan; developing, advocating and managing the technology budget; planning, developing, implementing and administering the technology systems, applications and services; managing a complex technically-oriented customer service organization; developing, implementing and maintaining the department's internal and external web presence; executing and managing contracts for technology services. This section is also responsible for initiating and leading business process analysis that will improve efficiency and effectiveness of SEATRAN's service delivery through process redesign and the use and integration of technology. This section is only one of several within SEATRAN's Resource Management Division, and it should not be assumed that the Division Director of Resource Management is the 'section' lead. Rather, this position is the IS Section Officer, within a Division responsible for budget, project management, etc.</p>	

13.	Describe below the purpose of the employee's position.
<p>Primary Duties: This position is the Chief Technology Officer for the department; reports to the Resource Management Director; manages a section of 8 professional staff; has responsibility for the full range of information technology and data processing functions for the department. This includes duties such as - development and implementation of technology business plan; <u>developing, advocating and managing the technology budget</u>; planning, developing, implementing and administering the technology systems, applications and services; managing a complex technically-oriented customer service organization. Also see #12 above</p>	

The supervisor should not alter any statements made by the employee on the previous pages, but may comment on them on the space provided below.

14.	Indicate any exceptions or additions to the employee's statements.
<p>The person in this position must have the ability to successfully act as the department's Chief Technology Officer; have <u>exceptional managerial and communication skills</u>, and <u>technical knowledge</u> and be able to successfully apply them in Seattle Transportation's business environment. Must be a <u>leader in team building</u>, technology business plan development and implementation, problem solving, <u>decision making</u>, <u>budget development</u>, and customer service and performance delivery. Experience in desktop, Internet, web, and network systems, applications development and support, database administration practices and standards. Knowledge of current technology and its application and ability to keep up with changes in technology.</p>	

15.	Explain the TYPE OF SUPERVISION or guidance given this employee. (see side bar)
Long-range Managerial Direction	
16.	Minimum level/type of education required for this position:
Required Qualifications: BA in Computer Science, computer technology, business or public administration, or closely related field; five years of progressively responsible work in information technology, data processing and / or computer and networking related fields; two of which are in a supervisor or managerial capacity.	
17.	Minimum length of time and type of experience required for this position:
five years of progressively responsible work in information technology, data processing and / or computer and networking related fields; two of which are in a supervisor or managerial capacity	
18.	Special licenses, registration, or certification required for this position:
WSDL	
19.	Special skills or unusual working conditions required for this position:
Ability to successfully act as the department's Chief Technology Officer; having exceptional managerial and communication skills, and technical knowledge and be able to successfully apply them in Seattle Transportation's business environment. Must be a leader in team building, technology business plan development and implementation, problem solving, decision making, budget development, and customer service and performance delivery. Experience in desktop and network systems, applications development and support, database administration practices and standards. Knowledge of current technology and its application and ability to keep up with changes in technology.	
20	Describe any training (formal, informal on-the-job, or in-service) required after hire.
Learn the city's and SEATLAN's technology systems, networks, practices, policies and standards. Learn SEATLAN's business mission, goals, and values. Learn the City's personnel, union and civil services rules, regulations and contracts.	

21.	Other Factors or aspects of the job that should be considered in evaluating the position.
The nature of the City's and SEATLAN's business is changing in terms of increased reliance on information technology systems - applications, hardware, network and web based information access - for mission critical services and operations. This increasing reliance and the increasing share of the department's budget going towards information technology requires a position that can attract and retain a highly professional manager who can successfully handle the technology aspects of the job, the business process analysis aspects, the strategic planning and implementation aspects and the full range of duties and responsibilities of being a manager.	

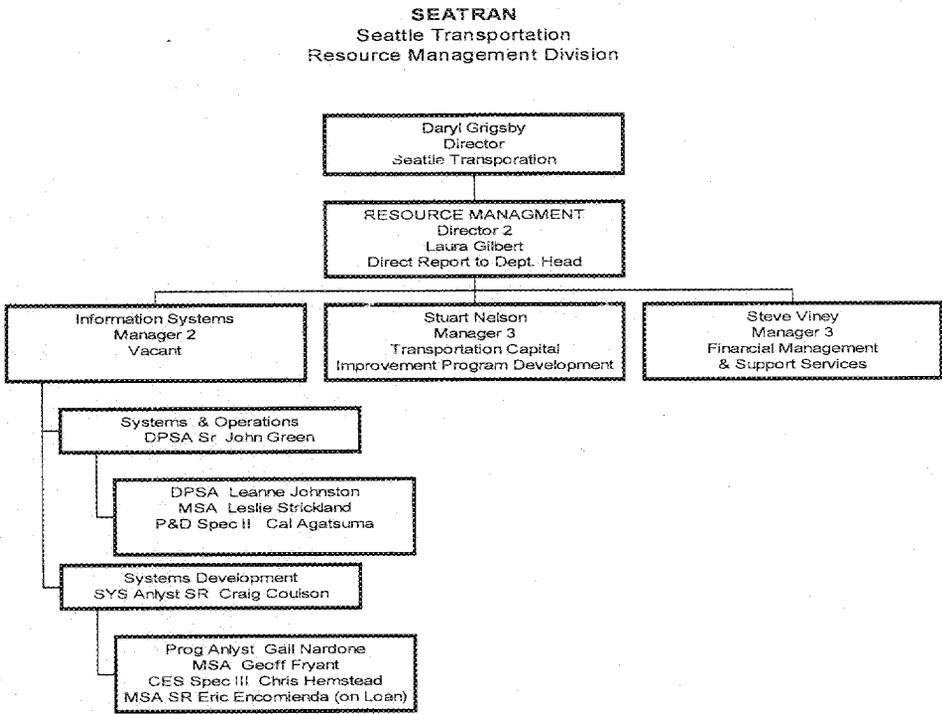
22.	I certify that the entries on all previous sections are accurate and complete with the exceptions noted
Supervisor's Signature: _____ Date: July 1998	
Laura L Gilbert, Director Resource Management SEATLAN	

APPOINTING AUTHORITY SECTION

Items #23 through #25 are to be completed by the Appointing Authority (or Designee)

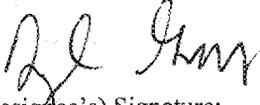
23. ORGANIZATIONAL CHART

in the spaces provided below, sketch your organizational chart. The chart should show the name/title of the person supervising the position and the name(s) or title(s) of persons reporting to this position. If you have an existing organizational chart that conveys this information, feel free to attach it instead of drawing it here.



The appointing authority (or designee) should not alter any statements made by the employee or their supervisor on the previous pages, but may comment on them below.

24.	Indicate any exceptions or additions to the statements on the Employees or Immediate Supervisor Sections.
None	

25	As the Appointing Authority (or designee), I certify that the entries on all previous sections are accurate and complete with the exceptions noted.
	
Appointing Authority's (or Designee's) Signature:	Date: 7/15/98

11.	Explain the TYPE OF SUPERVISION or guidance given this employee. (see side bar)
Long Range Managerial Director	
12.	Minimum level/type of education required for this position:
Graduate Degree in Business, Public Administration	
13.	Minimum length of time and type of experience required for this position:
5 years of public administration experience in a fairly high level managerial position where work involved legal proceedings, or alternative dispute resolution, as well as policy and legislative analysis and review.	
14.	Special licenses, registration, or certification required for this position:
No.	
15.	Special skills or unusual working conditions required for this position:
Alternative Dispute Resolution is a plus.	
16.	Describe any training (formal, informal on-the-job, or in-service) required after hire.
Civil Service Commission Rules of Practice and Procedures. Familiarity with standard collective bargaining language. High level of understanding of the City's Personnel System, Rules, Policies and Guidelines.	

TYPES OF SUPERVISION

Close Supervision: You give the employee specific instructions on virtually all assignments and review the work for completeness and accuracy, or the employee performs tasks which provide inherent checks built into the nature of the work.

Continuing Supervision: You provide continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines and priorities. You give additional, specific instructions for new, difficult, or unusual assignments. The employee uses initiative in carrying out recurring assignments. You assure that the work is technically accurate and in compliance with instructions or established procedures.

General Supervision: You make assignments by defining objectives, priorities and deadlines and assist the employee with unusual situations which do not have clear objectives. The employee plans and carries out successive steps and resolves problems and deviations in accordance with instructions, policies, and accepted practices. You review the work for technical adequacy and conformance with practice and policy.

Limited Supervision: You set the overall objectives and resources available. You and your employee, in consultation, develop the deadlines, projects, work to be done. The employee plans and carries out the assignment, resolves most of the conflicts, coordinates work with others and interprets policy on own initiative. The employee keeps you informed of progress, potentially controversial matters, or far reaching implications.

Managerial Direction: You provide the employee with assignments in terms of broad practice, precedents, policies, and goals. Work may be reviewed for fulfillment of program objectives and conformance with departmental policy and practice.

Long-Range Managerial Direction: The employee generally proceeds independently in accordance with general plans, policies and purposes of the department. Results of work are considered technically authoritative and are normally accepted without significant change.

17. List other factors or aspects of the job that should be considered in evaluating this position.

This is a high level position that functions as a Department Head even though the Commission is considered a Small Department. This position is required to meet all of the requisites of a department head within the City, and is consulted by the Council and the Mayor's office for the same level of advice and input that would be expected of any other department head.

This position is required to be fully fluent in Federal and State employment law as well as the City Charter, the Seattle Municipal Code, the Personnel Rules, Policies and Guidelines, and all Budget materials, Technology materials, CSS HRizon, and all other systems related to City Government.

The position must be fully computer fluent and be able to perform effectively on Office 97 (MS Word, Excel, Access and PowerPoint) as well as on the City's Netscape intra and inter-net browser.

The position must know how to do extensive research and analyze and synthesize data into its primary elements so that it can be understood and reviewed quickly and correctly.

The accountability level of the position is very high and the consequence of error is very high. The work of this position affects employees on a Citywide basis. Because it has a direct influence on the administration of the Personnel System, it works with all aspects of Personnel administration. As such it requires a broad understanding of all elements associated with the Personnel Division. The position is held accountable for serving as a strategic advisor to the Commission on that level.

This position serves as strategic advisor to the Commission as well as to Council and the Mayor's office when necessary. Further, the position is responsible for policy development and for proposing solutions to complex problems that have a Citywide impact. The Commission believes that this position should be classified at the highest level of the Strategic Advisor group.

18. I certify that the entries on all previous sections are accurate and complete with the exceptions noted.

Supervisor's Signature:

Kenneth M. Lawler

Date:

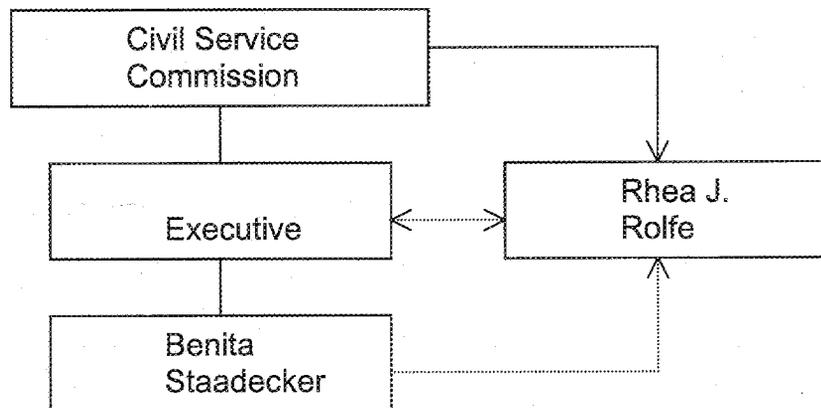
6/10/98

APPOINTING AUTHORITY SECTION

Items #19 through #21 are to be completed by the Appointing Authority (or Designee)

19. ORGANIZATIONAL CHART

In the spaces provided below, sketch your organizational chart. The chart should show the name/title of the person supervising the position and the name(s) or title(s) of persons reporting to this position. If you have an existing organizational chart that conveys this information, feel free to attach it instead of drawing it here.



The appointing authority (or designee) should not alter any statements made by the employee or their supervisor on the previous pages, but may comment on them below.

20. Indicate any exceptions or additions to the statements on the Employees or Immediate Supervisor Sections.

[Empty space for comments or exceptions]

21. As the Appointing Authority (or designee), I certify that the entries on all previous sections are accurate and complete with the exceptions noted.

Kenneth L. ...
Appointing Authority's (or Designee's) Signature

6/10/98
Date

SECTION 2



Memorandum

DATE: June 17, 1998

Salary Report #98-1855

TO: Norma McKinney, Personnel Director
Via: Lidia Santiesteban, Class/Comp Director
John Pearson, Personnel Analyst Supervisor

FROM: Carla Coward, Sr. Personnel Analyst

SUBJECT: Salary Review - Fire Fighter Pre-Recruit Classification

The purpose of this salary report is to respond to the Fire Department's request to narrow the salary range for the Fire Fighter Pre-Recruit classification.

Background

The Fire Fighter Pre-Recruit program was started in 1980. It was a program that lasted six months for minority males and four weeks for women, prior to the eleven and half week drill school that all candidates go through. In recent history, the program has been scaled back to four weeks for female recruits only. The program consist of basic hose and ladder skills, use of the breathing apparatus, some basic operating instructions and operation of pumps.

Past practice, during the last five years, has been to hire the employee as a Fire Fighter; then, in the same pay period, the department would do a voluntary reduction to the top step of the Pre-Recruit classification, which is currently \$15.90hr. This Pre-Recruit classification is a non-represented/non-uniformed position.

The Pre-Recruit class has eight salary steps, starting at a minimum of \$11.37hr. and going to a maximum of \$15.90hr.; but only the top step has been utilized. Using the top step has simply been based on past practice. No blanket salary step exception is on file.

Market Analysis

Seven west coast jurisdictions are used by Labor Relations to compare uniformed firefighter salaries to the City's. They are primarily in California - San Francisco, San Diego, San Jose, Long Beach, Sacramento, Oakland and Portland, Oregon. All of these cities were contacted by phone to determine if they have a similar pre-recruit program. All but two of the cities returned my phone call. Of the cities that responded, none has a pre-recruit program. Primarily the cities conduct outreach programs, via advertising in local news papers and the Internet. In California the passage of Proposition #209 has eliminated affirmative action recruiting for minorities and women.

Our research indicated that the Pre-Recruit program is unique to the City of Seattle. Therefore no salary survey was conducted.

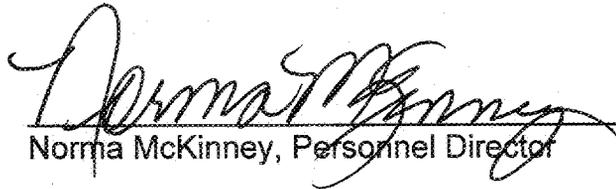
June 17, 1998

Page 2

Recommendation

Recommend the salary range for the Fire Fighter Pre-Recruit classification be narrowed to one step at \$15.90hr. due to the shortening of the program and the change of its scope.

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


Norma McKinney, Personnel Director


Date

NM:ls:chc

cc: David Bracilano, Labor Relations
Ginger James, Acting Fire Department HR Manager

SECTION 3

2013



CLASSIFICATION DETERMINATION REPORT

Date: July 16, 1998 Report No.: 98-1935

POSITION IDENTIFICATION

Department: Executive/Office of Intergovernmental Relations
Classification Title: TBD
Ordinance Title: TBD
Position Number: 026245
Bargaining Unit: N/A Current Salary: N/A

RECOMMENDED ACTION

Classification Title:
Ordinance Title: Strategic Advisor 1, Exempt
Legislation Required: Yes, to create an unfunded position and designate the title.
Bargaining Unit: 140 Recommended Salary: \$21.33 - \$28.79
Remarks: Copy of memorandum attached to report. To be effective upon passage of the ordinance.

INCUMBENT STATUS

Incumbent: New/vacant
Current Standing:
Recommended Standing:
In recommended standing, incumbent status is:
 Regular; Probationary; Temporary.
Authority: Personnel Rule
 2.3.100; 2.3.200; 2.3.300.

Recommended: Carl Swanson *CDS* Class/Comp Analyst
Approved: Edie Jorgensen *EJ* Class/Comp Supervisor
Lidia Santiesteban *LRS* Class/Comp Director
Norma McKinney *NM* Personnel Director

SOURCE OF REQUEST

This position was reviewed as a result of a request from the Executive Department/Office of Intergovernmental Relations.

ANALYSIS AND RECOMMENDATION

Scope of Review: The position was reviewed by a team of class/comp analysts for inclusion in the Managers and Strategic Advisor Program. The point factor analysis yielded 275 points in the Strategic Advisor point factor system resulting in its allocation to Zone 1. The points for each dimension are listed below.

Point Factor Dimensions:

Program	Policy	Technical	Budget /Fiscal	Human Resources	Communications	Matrix
75	0	0	0	0	100	100

Recommendation:

Based on the duties and responsibilities, we recommend that this position be designated as an Exempt Strategic Advisor 1. Further, in accordance with the March 6, 1998 memorandum (attached), we recommend and propose creation of an unfunded position, #026245, to implement the proposal in that memo.



City of Seattle

Paul Schell, Mayor

Executive Services Department

Dwight D. Dively, Director

March 6, 1998

TO: Clifford Traisman, Director
Office of Intergovernmental Relations

FROM: Kenneth R. Bounds, Superintendent
Parks and Recreation


Sarah Welch, Personnel Director
Executive Services

SUBJECT: Loan of Position # 017401/Funding from Position #024943

This memo is to confirm that the Department of Parks and Recreation will reimburse the Office of Intergovernmental Affairs through December 31, 1998 for salary and benefits for a Strategic Advisor 1, Exempt. Funding for this reimbursement will be provided by salary savings from holding position #024943, Manager 3, vacant. The Office of Intergovernmental Relations will periodically request reimbursement from the Department of Parks and Recreation.

The Personnel Division of the Executive Services Department will transfer position #017401, Strategic Advisor 2, Exempt, to the Office of Intergovernmental Relations to underfill as a Strategic Advisor 1, Exempt. There will be no budgetary impact to the Personnel Division as a result of this loan. The purpose is to provide an exempt position which can be underfilled via an exempt appointment.

The Office of Intergovernmental Relations will, at the earliest possible date, request a review of the body of work assigned to the individual hired into position #017401 to ensure that Strategic Advisor 1 is the appropriate level and that the work meets the criteria for exemption from civil service. The Classification and Compensation Unit of the Personnel Division, Executive Services Department, will conduct the review in a timely manner and will include the resulting allocation on the next available quarterly classification ordinance. This legislation will create an unfunded position only; the funding will continue to be provided by the Department of Parks and Recreation. Upon approval of that legislation, position #017401 will return to the Personnel Division.

Clifford Traisman, Director
March 6, 1998
Page Two

The Office of Intergovernmental Relations will request that the position be regularly funded via an increment to the next biennial budget.

Signed *Clifford R. Traisman*
Clifford Traisman, Director
Office of Intergovernmental Relations

Sarah Welch
Sarah Welch, Personnel Director
Executive Services Department

Kenneth R. Bounds
Kenneth R. Bounds, Superintendent
Department of Parks and Recreation

cc: Linda Cannon, OIR
Rosalie Melendez-Daigre, OMP
Jan Craft, Parks and Recreation
Lidia Santiesteban, Classification/Compensation



SECTION 4

ORDINANCE 118850

1 **AN ORDINANCE** retitling certain exempt positions in the Legislative Department, and
2 adopting a new compensation plan for those positions.

3 **WHEREAS** the City is evaluating overall changes to its classification and
4 compensation systems, and has committed to appropriate systems redesign pursuant
5 to the following principles: (a) increased job flexibility with avenues of advancement
6 via skills expansion, performance excellence, and technical expertise as appropriate;
7 (b) objective and understandable job measurement tools; (c) alignment with the labor
8 markets in which the City competes for employees; (d) a performance pay component;
9 and (e) employee and managerial accountability and authority for work performance;
10 and

11 **WHEREAS** the success of this systems redesign effort depends in part on the
12 ability to tailor job classification and compensation systems to meet the unique needs
13 of specific employing units or employee groups; Now Therefore

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

15 **Section 1.**

16 A. The following exempt positions are retitled to Executive Manager -
17 Legislative, with no change in status, effective January 7, 1998:

<u>CURRENT TITLE</u>	<u>POSITION NUMBER</u>
City Auditor	00024220
Central Staff Director, Legislative	00010401
Administrative Director, Legislative	00010390
City Clerk	00024226

18 B. The following exempt positions are retitled to Strategic Advisor -
19 Legislative, with no change in status, effective January 7, 1998:

3098 corrected to
Pos # 010388

From: Edie Jorgensen
To: Sea-Leg.ADMIN(EISHINO), ZUNIGAR
Date: 6/24/98 7:09am
Subject: 1999/2000 position list -Reply -Forwarded -Forwarded -Reply
-Reply

Greetings everyone,

Lidia asked that the correction of the position number identified in the Legislative Department's broadband ordinance be corrected in Classification's Third Quarter Ordinance. Linda Yuen-Leong and I will see that it is done.

We will presume the position number identified in this request is accurate and we will correct 010401 to 010388.

Please advise if there are any other corrections that need to be made, no later than July 15.

-edie.

>>> Rufina Zuniga 6/23/98 11:33 am >>>

Eric,

Your position listing now is updated showing changes authorized by Ord 118850. The only position not updated is for the Central Staff Director, Legislative. The position number, 010401 is wrong in the Ordinance. It is an Administrative Support Supervisor position. **The correct number should have been 010388.**

I do not know how correction needs to be done, either to be re-legislated or to be corrected administratively.

Lydia, please let us know how the error is going to be corrected. Thank you.

Please call me for any questions, 4-7907. Thank you.

>>> Eric Ishino 06/22/98 04:54pm >>>

Thanks for taking care of changing the position titles in the Legislative Department's position list that were affected by Ordinances 118850 and 118851. As discussed, certain positions were changed to Executive Manager-Legislative and Strategic Advisor-Legislative by Ordinance 118850. Other positions remained titled as Legislative Assistant but went into a new broadband salary program by way of Ordinance 118851.

When you have completed the changes, please fax me the revised listing.

Thanks.

CC: PERS.PERS(CURTISJ, MYERSK, SANTIEL), Sea-Leg.ADMIN...

SECTION 5

SOURCE OF REQUEST

This position was reviewed as a result of a request from position incumbent for inclusion in the Strategic Advisor program. Position 025515 is located in the Civil Service Commission where it serves as the Executive Director. In that capacity, position 025515 is responsible for the overall operation of the Commission in the fulfillment of its Charter mandated responsibilities.

Background Information:

Position 025515 was created in the 1997 Budget. At the inception of the APEX/Manager/Strategic Advisor Programs, the previous position incumbent declined to participate. However, with the change in the Executive Director, (December 3, 1997), the overall duties and responsibilities of position 025515 and the strategic direction taken by the Commission, the current position incumbent opted to participate in the programs. The request asked that the position be reviewed for placement in the Strategic Advisor 3 band.

ANALYSIS AND RECOMMENDATION

Scope of Review: The position was reviewed by a team of class/comp analysts for inclusion in the Strategic Advisor Program. The point factor analysis yielded 500 points in the Strategic Advisor point factor system resulting in its allocation to Zone 2. According to the MPDQ, in 1999-2000 position 025515 will assume new responsibilities set by the Commission. At that time, the position could be reviewed as these additional responsibilities may entitle the position to a pay adjustment in the band.

The points for each dimension are listed below.

Point Factor Dimensions:

Program	Policy	Technical	Budget/ Fiscal	Human Resources	Communications	Matrix
High/150	Med/175	Med/50	Low/0	Med/25	High/100	Low/0

Recommendation:

Based on the duties and responsibilities, we recommend that this position be designated as a Strategic Advisor 2, exempt, effective January 7, 1998.

2743



CLASSIFICATION DETERMINATION REPORT

Date: July 16, 1998

Report No.: 98-1935

POSITION IDENTIFICATION

Department: Executive/Office of Intergovernmental Relations
Classification Title: TBD
Ordinance Title: TBD
Position Number: 026245
Bargaining Unit: N/A Current Salary: N/A

RECOMMENDED ACTION

Classification Title:
Ordinance Title: Strategic Advisor 1, Exempt
Legislation Required: Yes, to create an unfunded position and designate the title.
Bargaining Unit: 140 Recommended Salary: \$21.33 - \$28.79
Remarks: Copy of memorandum attached to report. To be effective upon passage of the ordinance.

INCUMBENT STATUS

Incumbent: New/vacant
Current Standing:
Recommended Standing:
In recommended standing, incumbent status is:
 Regular; Probationary; Temporary.
Authority: Personnel Rule
 2.3.100; 2.3.200; 2.3.300.

Recommended:	<u>Carl Swanson</u> <i>CDS</i>	Class/Comp Analyst
Approved:	<u>Edie Jorgensen</u> <i>EJ</i>	Class/Comp Supervisor
	<u>Lidia Santiesteban</u> <i>LRS</i>	Class/Comp Director
	<u>Norma McKinney</u> <i>NM</i>	Personnel Director

SOURCE OF REQUEST

This position was reviewed as a result of a request from the Executive Department/Office of Intergovernmental Relations.

ANALYSIS AND RECOMMENDATION

Scope of Review: The position was reviewed by a team of class/comp analysts for inclusion in the Managers and Strategic Advisor Program. The point factor analysis yielded 275 points in the Strategic Advisor point factor system resulting in its allocation to Zone 1. The points for each dimension are listed below.

Point Factor Dimensions:

Program	Policy	Technical	Budget /Fiscal	Human Resources	Communications	Matrix
75	0	0	0	0	100	100

Recommendation:

Based on the duties and responsibilities, we recommend that this position be designated as an Exempt Strategic Advisor 1. Further, in accordance with the March 6, 1998 memorandum (attached), we recommend and propose creation of an unfunded position, #026245, to implement the proposal in that memo.



City of Seattle

Paul Schell, Mayor

Executive Services Department

Dwight D. Dively, Director

March 6, 1998

TO: Clifford Traisman, Director
Office of Intergovernmental Relations

FROM: Kenneth R. Bounds, Superintendent
Parks and Recreation


Sarah Welch, Personnel Director
Executive Services

SUBJECT: Loan of Position # 017401/Funding from Position #024943

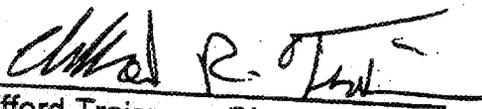
This memo is to confirm that the Department of Parks and Recreation will reimburse the Office of Intergovernmental Affairs through December 31, 1998 for salary and benefits for a Strategic Advisor 1, Exempt. Funding for this reimbursement will be provided by salary savings from holding position #024943, Manager 3, vacant. The Office of Intergovernmental Relations will periodically request reimbursement from the Department of Parks and Recreation.

The Personnel Division of the Executive Services Department will transfer position #017401, Strategic Advisor 2, Exempt, to the Office of Intergovernmental Relations to underfill as a Strategic Advisor 1, Exempt. There will be no budgetary impact to the Personnel Division as a result of this loan. The purpose is to provide an exempt position which can be underfilled via an exempt appointment.

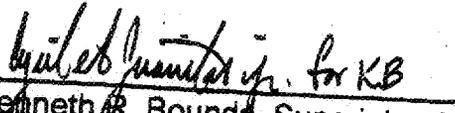
The Office of Intergovernmental Relations will, at the earliest possible date, request a review of the body of work assigned to the individual hired into position #017401 to ensure that Strategic Advisor 1 is the appropriate level and that the work meets the criteria for exemption from civil service. The Classification and Compensation Unit of the Personnel Division, Executive Services Department, will conduct the review in a timely manner and will include the resulting allocation on the next available quarterly classification ordinance. This legislation will create an unfunded position only; the funding will continue to be provided by the Department of Parks and Recreation. Upon approval of that legislation, position #017401 will return to the Personnel Division.

Clifford Traisman, Director
March 6, 1998
Page Two

The Office of Intergovernmental Relations will request that the position be regularly funded via an increment to the next biennial budget.

Signed 
Clifford Traisman, Director
Office of Intergovernmental Relations


Sarah Welch, Personnel Director
Executive Services Department


Kenneth R. Bounds, Superintendent
Department of Parks and Recreation

cc: Linda Cannon, OIR
Rosalie Melendez-Daigre, OMP
Jan Craft, Parks and Recreation
Lidia Santiesteban, Classification/Compensation

CITY OF SEATTLE
EXECUTIVE SERVICES DEPARTMENT



CLASSIFICATION DETERMINATION REPORT

Date: 07/22/98

Report No.: 98-2104

POSITION IDENTIFICATION

Department: Parks and Recreation
Classification Title: Exempt, unclassified
Ordinance Title: Administrative Secretary
Position Number: 010227
Bargaining Unit: 030 **Current Salary:** \$16.57 - \$17.86 (Range: 26.0C)

RECOMMENDED ACTION

Classification Title: Exempt, unclassified
Ordinance Title: Administrative Staff Assistant
Legislation Required: Yes, for title change and continued exemption from Civil Service.
Bargaining Unit: 030 **Recommended Salary:** \$17.53-\$20.44 (Range:29.5A)
Remarks: See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:
Current Standing: Exempt, unclassified
Recommended Standing: Administrative Staff Assistant, Exempt
In recommended standing, incumbent status is: Exempt
 Regular; Probationary; Temporary.
Authority: Personnel Rule
 2.3.100; 2.3.200; 2.3.300.

Recommended: Team 1 *MS* Classification/Compensation Analyst(s)

Approved: Edie Jorgensen *EJ* Classification/Compensation Supervisor

Lidia Santiesteban *LS* Classification/Compensation Director

Norma McKinney *NM* Personnel Director

Source of Request and Position Identification:

This position was reviewed as a result of a request from the Parks and Recreation Department. This position is located in the Superintendent's Office.

Position History:

Detailed historical data of the position can be accessed via the Personnel Division's Records Unit. This position was established prior to 1947. The incumbent has been in the position since June 1, 1994.

Scope of Review:

This review was conducted by Carl Swanson, Classification Analyst assigned to Team 1. The review of the subject position included analysis of the following:

- ◆ the Position Description Questionnaire (PDQ) submitted for this review;
- ◆ Team 1's review/analysis of subject position information;
- ◆ comparison to similar positions;
- ◆ class specifications for the requested class and other classes used for comparison;
- ◆ 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 provide administrative support to the Superintendent of the Parks and Recreation Department. Duties include:

- managing the Superintendent's schedule;
- screening incoming telephone calls;
- greeting and referring visitors/guests;
- receiving and screening mail;
- making travel arrangements, preparing expense reports;
- serving as the office liaison to the Mayor's Office, other City agencies, etc;
- gathering information;
- supervising one Administrative Specialist;
- assembling briefing materials for meetings;
- participating in the selection and evaluation of some administrative support staff; and
- maintaining the filing system for the Superintendent's Office.

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:

class concepts:

ADMINISTRATIVE STAFF ASSISTANT

Positions in this class serve as a staff assistant to a small section or unit or to department management, performing general administrative functions and assisting in the coordination of department projects and programs.

Comparisons to the class specification and to related positions reveals that Administrative Staff Assistant is an appropriate classification for this position. The work assigned is not inconsistent with this class, and the use of this title has proliferated, as the primary administrative support for a department head of a large department.

Recommendation:

Based on the duties and responsibilities assigned, we recommend that this position be reclassified to Administrative Staff Assistant, effective July 16, 1998, when the PDQ was originally signed by the employee.

Positions with the Administrative Secretary title serve as the primary administrative support to a department head, and are Civil Service exempt. Inasmuch as the subject position will continue in the same role as before, it continues to meet multiple criteria for exemption, i.e. it is still a position "requiring a particularly high degree of professional responsiveness and individual accountability" and also is one "requiring a confidential or fiduciary relationship with the appointing authority". Therefore we recommend that its exempt status be continued.

Costing

If implemented on the 1998 third Quarter Ordinance, the maximum estimated cost of implementing this action would be \$3,139.57. This figure includes any current and retroactive (if applicable) cost for this action. The ongoing annual cost for this action would be \$6279.13. The calculations are based on the difference between the top step of the current and the recommended salary range and includes statutory benefits (FICA, etc.). The actual amount payable to any affected employee will vary.

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 year.
- For regular positions 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.
- For Accountability Pay for Executives (APEX), Managers and Strategic Advisors titles, cost comparison is made to the range midpoint.
- 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 1998 matching contribution rates for FICA is 6.2 percent and 1.45 percent for Medicare.

ATTACHMENT B

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 3/98
 Department: City Light

Report Number: 98-1671A
 Effective Date: 1/1/93

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 1998 Rate
Current Year Ends 12/31/98	Systems Programmer	\$ 21.42	Assistant Systems Analyst (Range: N/A)	\$ 20.44	\$ 0.98	12	\$2,046.24	\$2,046.24
Previous Year: 1997		\$ 21.42		\$ 20.44	\$ 0.98	12	\$2,046.24	
Previous Year: 1996		\$ 20.88		\$ 19.92	\$ 0.96	12	\$2,004.48	
Previous Year: 1995		\$ 20.29		\$ 19.36	\$ 0.93	12	\$1,941.84	
Previous Year: 1994		\$ 19.61		\$ 18.71	\$ 0.90	12	\$1,879.20	
Previous Year: 1993		\$ 19.15		\$ 18.27	\$ 0.88	12	\$1,837.44	
Subtotal							\$9,918.00	\$2,046.24
Plus 16.56% for Benefits							\$1,642.42	\$338.86
Cost Estimate Per Position							\$11,560.42	\$2,385.10
Number of Positions							1	1
Total Cost Estimate							\$11,560.42	\$2,385.10

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 3/98
 Department: City Light

Report Number: 98-1752
 Effective Date: 4/16/98

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 1998 Rate
Current Year Ends 12/31/98	Public Relations Spec, Sr (Range: 33.0A)	\$ 23.35	Public Info Spec, Sr (Range: 33.0A)	\$ 23.35	\$0.00	9	\$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		
Total Cost Estimate							\$0.00	\$0.00

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 3/98
 Department: City Light

Report Number: 98-1882
 Effective Date: 1/2/92

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1998 Rate
Current Year Ends 12/31/98	Systems Analyst (Range: NA)	\$ 23.59	Data Processing Systems Analyst (Range: NA)	\$ 23.59	\$ 0.00	12	\$ 0.00	\$ 0.00
Previous Year: 1997		\$ 23.59		\$ 23.59	\$ 0.00	12	\$ 0.00	
Previous Year: 1996		\$ 22.99		\$ 22.99	\$ 0.00	12	\$ 0.00	
Previous Year: 1995		\$ 22.34		\$ 22.34	\$ 0.00	12	\$ 0.00	
Previous Year: 1994		\$ 21.58		\$ 21.58	\$ 0.00	12	\$ 0.00	
Previous Year: 1993		\$ 21.07		\$ 21.07	\$ 0.00	12	\$ 0.00	
Previous Year: 1992		\$ 20.42		\$ 20.42	\$ 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: 3/98
 Department: City Light

Report Number: 98-1885
 Effective Date: 4/14/92

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 1998 Rate
Current Year Ends 12/31/98	Systems Programmer Analyst	\$ 21.42	Assistant Systems Analyst	\$ 20.44	\$ 0.98	12	\$2,046.24	\$2,046.24
Previous Year: 1997		\$ 21.42		\$ 20.44	\$ 0.98	12	\$2,046.24	
Previous Year: 1996	Programmer Analyst	\$ 20.88		\$ 19.92	\$ 0.96	12	\$2,004.48	
Previous Year: 1995		\$ 20.29		\$ 19.36	\$ 0.93	12	\$1,941.84	
Previous Year: 1994		\$ 19.60		\$ 18.71	\$ 0.89	12	\$1,858.32	
Previous Year: 1993		\$ 19.14		\$ 18.27	\$ 0.87	12	\$1,816.56	
Previous Year: 1992		\$ 18.55		\$ 17.70	\$ 0.85	9	\$1,331.10	
Subtotal							\$13,044.78	\$2,046.24
Plus 16.56% for Benefits							\$2,160.22	\$338.86
Cost Estimate Per Position							\$15,205.00	\$2,385.10
Number of Positions						1	1	1
Total Cost Estimate							\$15,205.00	\$2,385.10

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 3/98
 Department: City Light

Report Number: 98-1969
 Effective Date: 4/15/98

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 1998 Rate
Current Year Ends 12/31/98	Electrical Engineer, Sr (Range: NA)	\$ 29.10	Electrical Engineer, Associate (Range: NA)	\$ 25.97	\$3.13	9	\$4,901.58	\$6,535.44
Subtotal							\$4,901.58	\$6,535.44
Plus 16.56% for Benefits							\$811.70	\$1,082.27
Cost Estimate Per Position							\$5,713.28	\$7,617.71
Number of Positions						1	1	1
Total Cost Estimate							\$5,713.28	\$7,617.71

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 3/98
 Department: City Light

Report Number: 98-1978c
 Effective Date: 11/3/93

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 1998 Rate
Current Year Ends 12/31/98	Energy Planning Supv (Range: 37.5A)	\$ 27.73	Energy Planning Analyst (Range: 33.0A)	\$ 23.35	\$ 4.38	12	\$9,145.44	\$9,145.44
Previous Year: 1997		\$ 27.73		\$ 23.35	\$ 4.38	12	\$9,145.44	
Previous Year: 1996		\$ 27.03		\$ 22.76	\$ 4.27	12	\$8,915.76	
Previous Year: 1995		\$ 26.27		\$ 22.12	\$ 4.15	12	\$8,665.20	
Previous Year: 1994		\$ 25.38		\$ 19.08	\$ 6.30	12	\$13,154.40	
Previous Year: 1993		\$ 24.79		\$ 20.87	\$ 3.92	2	\$1,364.16	
Subtotal							\$50,390.40	\$9,145.44
Plus 16.56% for Benefits							\$8,344.65	\$1,514.48
Cost Estimate Per Position							\$58,735.05	\$10,659.92
Number of Positions						1	1	1
Total Cost Estimate							\$58,735.05	\$10,659.92

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 3Q98
 Department: City Light

Report Number: 98-2216
 Effective Date: 1/7/98

Description	New Title/Range	Mid point* of Range for New Title (Hourly Rate)	Old Title/Range	To 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 1998 Rate
Current Year Ends 12/31/98	General Government Manager 2 (Range: NA)	\$ 29.61	Personnel Manager (Range: 39.0)	\$ 29.27	\$0.34	12	\$709.92	\$709.92
Subtotal							\$709.92	\$709.92
Plus 16.56% for Benefits							\$117.56	\$117.56
Cost Estimate Per Position							\$827.48	\$827.48
Number of Positions						1		1
Total Cost Estimate							\$827.48	\$827.48

* Per Manager Compensation Program costing protocols,
 Manager Compensation Program position is costed at midpoint.

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 3/98
 Department: Civil Rights

Report Number: 98-1812
 Effective Date: 1/1/94

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1998 Rate
Current Year Ends 12/31/98	Systems Programmer Analyst	\$ 21.42	Assistant Systems Analyst	\$ 20.44	\$ 0.98	12	\$2,046.24	\$2,046.24
Previous Year: 1997		\$ 21.42		\$ 20.44	\$ 0.98	12	\$2,046.24	
Previous Year: 1996	Programmer Analyst	\$ 20.88		\$ 19.92	\$ 0.96	12	\$2,004.48	
Previous Year: 1995		\$ 20.29		\$ 19.36	\$ 0.93	12	\$1,941.84	
Previous Year: 1994		\$ 19.60		\$ 18.71	\$ 0.89	12	\$1,858.32	
Subtotal							\$9,897.12	\$2,046.24
Plus 16.56% for Benefits							\$1,638.96	\$338.86
Cost Estimate Per Position							\$11,536.08	\$2,385.10
Number of Positions						1	1	1
Total Cost Estimate							\$11,536.08	\$2,385.10

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 3Q98
 Department: Civil Service Commission

Report Number: 98-1936C
 Effective Date: 5/1/98

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 1998 Rate
Current Year Ends 12/31/98	Admin. Staff Assistant (Range: 29.5A)	\$ 20.44	Admin. Spec. II (Range: 22.5B)	\$ 15.66	\$4.78	8	\$6,653.76	\$9,980.64
Subtotal							\$6,653.76	\$9,980.64
Plus 16.56% for Benefits							\$1,101.86	\$1,652.79
Cost Estimate Per Position							\$7,755.62	\$11,633.43
Number of Positions						1	1	1
Total Cost Estimate							\$7,755.62	\$11,633.43

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 3/98
 Department: Executive Services

Report Number: 98-1884
 Effective Date: 11/8/91

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1996 Rate
Current Year Ends 12/31/98	Systems Programmer Analyst	\$ 21.42	Assistant Systems Analyst	\$ 20.44	\$ 0.98	12	\$2,046.24	\$2,046.24
Previous Year: 1997		\$ 21.42		\$ 20.44	\$ 0.98	12	\$2,046.24	
Previous Year: 1996	Programmer Analyst	\$ 20.88		\$ 19.92	\$ 0.96	12	\$2,004.48	
Previous Year: 1995		\$ 20.29		\$ 19.36	\$ 0.93	12	\$1,941.84	
Previous Year: 1994		\$ 19.60		\$ 18.71	\$ 0.89	12	\$1,858.32	
Previous Year: 1993		\$ 19.14		\$ 18.27	\$ 0.87	12	\$1,816.56	
Previous Year: 1992		\$ 18.55		\$ 17.70	\$ 0.85	12	\$1,774.80	
Previous Year: 1991		\$ 17.67		\$ 16.86	\$ 0.81	2	\$281.88	
Subtotal							\$13,770.36	\$2,046.24
Plus 16.56% for Benefits							\$2,280.37	\$338.86
Cost Estimate Per Position							\$16,050.73	\$2,385.10
Number of Positions						1		1
Total Cost Estimate							\$16,050.73	\$2,385.10

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 3/98
 Department: Police

Report Number: 98-1658
 Effective Date: 1/23/98

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 1998 Rate
Current Year Ends 12/31/98	Administrative Staff Assistant (Range: 29.5A)	\$ 20.44	Police Officer (Range: N/A)	\$ 23.87	(\$3.43)	12	(\$7,161.84)	(\$7,161.84)
Subtotal							(\$7,161.84)	(\$7,161.84)
Plus 16.56% for Benefits							(\$1,186.00)	(\$1,186.00)
Cost Estimate Per Position							(\$8,347.84)	(\$8,347.84)
Number of Positions						1	1	1
Total Cost Estimate							(\$8,347.84)	(\$8,347.84)

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 3/98
 Department: Police

Report Number: 98-1875
 Effective Date: 4/24/96

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 1998 Rate
Current Year Ends 12/31/98	Systems Programmer	\$ 21.42	Programmer Analyst	\$ 21.42	\$ 0.00	12	\$ 0.00	\$ 0.00
Previous Year: 1997	Analyst (Range: NA)	\$ 21.42		\$ 21.42	\$ 0.00	12	\$ 0.00	
Previous Year: 1996		\$ 20.88		\$ 20.88	\$ 0.00	9	\$ 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: 3/98
 Department: Police

Report Number: 98-1923
 Effective Date: 1/1/94

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1998 Rate
Current Year Ends 12/31/98	Systems Analyst (Range: NA)	\$ 23.59	Data Processing Systems Analyst (Range: NA)	\$ 23.59	\$0.00	12	\$0.00	\$0.00
Previous Year: 1997		\$ 23.59		\$ 23.59	\$0.00	12	\$0.00	
Previous Year: 1996		\$ 22.99		\$ 22.99	\$0.00	12	\$0.00	
Previous Year: 1995		\$ 22.34		\$ 22.34	\$0.00	12	\$0.00	
Previous Year: 1994		\$ 21.58		\$ 21.58	\$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		
Total Cost Estimate							\$0.00	\$0.00

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 3Q98
 Department: Seattle Center

Report Number: 98-1678C
 Effective Date: 5/1/97

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 1998 Rate
Current Year Ends 12/31/98	Mgmt Systems Analyst, Entry (Range: 29.5A)	\$ 20.44	Admin Spec I (Range: 20.5B)	\$ 14.51	\$ 5.93	12	\$12,381.84	\$12,381.84
Previous Year: 1997		\$ 20.44		\$ 14.51	\$ 5.93	8	\$8,254.56	
Subtotal							\$20,636.40	\$12,381.84
Plus 16.56% for Benefits							\$3,417.39	\$2,050.43
Cost Estimate Per Position							\$24,053.79	\$14,432.27
Number of Positions						1		1
Total Cost Estimate							\$24,053.79	\$14,432.27

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 3/98
 Department: SPU

Report Number: 98-1889
 Effective Date: 1/2/92

Description	New Title/Range	Top Step of Range for New Title (Hourly Rate)	Old Title/Range	Top Step of Range for Old Title (Hourly Rate)	\$ Difference Between Top Step of Range for New/Old Title	No. of Months	Cost	12 months at 1998 Rate
Current Year Ends 12/31/98	Systems Analyst, Sr (Range: NA)	\$ 27.73	Data Processing Systems Analyst, Sr (Range: NA)	\$ 27.73	\$ 0.00	12	\$ 0.00	\$ 0.00
Previous Year: 1997		\$ 23.59		\$ 23.59	\$ 0.00	12	\$ 0.00	
Previous Year: 1996		\$ 27.03		\$ 27.03	\$ 0.00	12	\$ 0.00	
Previous Year: 1995		\$ 26.27		\$ 26.27	\$ 0.00	12	\$ 0.00	
Previous Year: 1994		\$ 25.38		\$ 25.38	\$ 0.00	12	\$ 0.00	
Previous Year: 1993		\$ 24.79		\$ 24.79	\$ 0.00	12	\$ 0.00	
Previous Year: 1992		\$ 24.02		\$ 24.02	\$ 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: 3/98
 Department: SEATRAN

Report Number: 98-1704C
 Effective Date: 10/23/96

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 1998 Rate
Current Year Ends 12/31/98	Heavy Truck Driver (Range: NA)	\$ 18.66	Truck Driver (Range: NA)	\$ 17.74	\$0.92	12	\$1,920.96	\$1,920.96
Previous Year: 1997		\$ 18.66		\$ 17.74	\$0.92	12	\$1,920.96	
Previous Year: 1996		\$ 18.19		\$ 17.29	\$0.90	3	\$469.80	
Subtotal							\$4,311.72	\$1,920.96
Plus 16.56% for Benefits							\$714.02	\$318.11
Cost Estimate Per Position							\$5,025.74	\$2,239.07
Number of Positions						1		1
Total Cost Estimate							\$5,025.74	\$2,239.07

COSTING FOR QUARTERLY ORDINANCE

Quarter/Year: 3/98
 Department: Seatran

Report Number: 98-1874
 Effective Date: 1/1/93 (Pos #008758, #008606)
 1/2/91 (Pos #022967)

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 1998 Rate
Current Year Ends 12/31/98	Systems Analyst, Sr (Range: NA)	\$ 27.73	Data Processing Systems Analyst, Sr (Range: NA)	\$ 27.73	\$ 0.00	12	\$ 0.00	\$ 0.00
Previous Year: 1997		\$ 23.59		\$ 23.59	\$ 0.00	12	\$ 0.00	
Previous Year: 1996		\$ 27.03		\$ 27.03	\$ 0.00	12	\$ 0.00	
Previous Year: 1995		\$ 26.27		\$ 26.27	\$ 0.00	12	\$ 0.00	
Previous Year: 1994		\$ 25.38		\$ 25.38	\$ 0.00	12	\$ 0.00	
Previous Year: 1993		\$ 24.79		\$ 24.79	\$ 0.00	12	\$ 0.00	
Previous Year: 1992		\$ 24.02		\$ 24.02	\$ 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						3		3
Total Cost Estimate							\$ 0.00	\$ 0.00

ATTACHMENT C displays the summary of classification requests acted upon and the estimated increased or decreased cost of each change from the effective date through the end of 1998, as well as departmental and Citywide total cost estimates. Consistent with past practice, Classification Project actions are not included in the costing calculations.

ATTACHMENT C

Third Quarter 1998 - Non-Project Costing by Departments (Attachment C)

Department: City Light							Annual On-Going (12 Months) Cost at 1998 Rates	Implementation Cost of Previous 1998 Actions	Total Annual On-Going Cost at 1998 Rates
Report No.	New Title	Old Title	Number of Position	Effective Date	Estimated Cost (Through 12/31/98)	Annual On-Going (12 Months) Cost at 1998 Rates	Implementation Cost of Previous 1998 Actions	Total Annual On-Going Cost at 1998 Rates	
98-1671A	Systems Programmer Analyst	Systems Analyst, Assistant	1	1/1/93	\$11,560.42	\$2,385.10			
98-1752	Public Relations Spec, Sr	Public Info Spec, Sr	1	4/16/98	\$0.00	\$0.00			
98-1882	Systems Analyst	Data Processing Systems Analyst	1	1/2/92	\$0.00	\$0.00			
98-1885	Systems Programmer Analyst	Systems Analyst, Assistant	1	4/14/92	\$15,205.00	\$2,385.10			
98-1969	Electrical Engineer, Sr	Electrical Engineer, Associate	1	4/15/98	\$5,713.28	\$7,617.71			
98-1978	Energy Planning Supv	Energy Planning Analyst	1	11/3/93	\$58,735.05	\$10,659.92			
98-1980	Energy Mgmt Analyst, Assistant	Energy Conservation Rep, Sr BU	1	6/18/98	\$1,064.78	\$1,825.33			
98-2082	Public Relations Spec	Accounting Tech II-BU	1	6/18/98	\$6,218.29	\$10,659.92			
98-2216	General Government Manager	Personnel Manager	1	1/7/98	\$827.48	\$827.48			
98-2218	Civil Engineer, Senior	Civil Engineer, Associate	1	8/1/98	\$3,174.05	\$7,617.71			
Department Totals:					\$102,498.34	\$43,978.27	\$285,647.85	\$84,086.85	

Department: Civil Rights							Annual On-Going (12 Months) Cost at 1998 Rates	Implementation Cost of Previous 1998 Actions	Total Annual On-Going Cost at 1998 Rates
Report No.	New Title	Old Title	Number of Position	Effective Date	Estimated Cost (Through 12/31/98)	Annual On-Going (12 Months) Cost at 1998 Rates	Implementation Cost of Previous 1998 Actions	Total Annual On-Going Cost at 1998 Rates	
98-1812	Systems Programmer Analyst	Systems Analyst, Assistant	1	1/1/94	\$11,536.08	\$2,385.10			
Department Totals:					\$11,536.08	\$2,385.10	\$4,956.78	\$4,575.49	

Department: Civil Service Commission							Annual On-Going (12 Months) Cost at 1998 Rates	Implementation Cost of Previous 1998 Actions	Total Annual On-Going Cost at 1998 Rates
Report No.	New Title	Old Title	Number of Position	Effective Date	Estimated Cost (Through 12/31/98)	Annual On-Going (12 Months) Cost at 1998 Rates	Implementation Cost of Previous 1998 Actions	Total Annual On-Going Cost at 1998 Rates	
** 98-1937	Strategic Advisor 2, Exempt	Executive Director	1	1/7/98	\$3,334.27	\$3,334.27			
98-1936	Admin Staff Assistant	Admin Spec II	1	5/1/98	\$7,755.62	\$11,633.43			
Department Totals:					\$11,089.89	\$14,967.70	\$0.00	\$0.00	

Department: Construction & Land Use							Annual On-Going (12 Months) Cost at 1998 Rates	Implementation Cost of Previous 1998 Actions	Total Annual On-Going Cost at 1998 Rates
Report No.	New Title	Old Title	Number of Position	Effective Date	Estimated Cost (Through 12/31/98)	Annual On-Going (12 Months) Cost at 1998 Rates	Implementation Cost of Previous 1998 Actions	Total Annual On-Going Cost at 1998 Rates	
Department Totals:					\$0.00	\$0.00	\$4,289.52	\$5,719.37	

Third Quarter 1998 - Non-Project Costing by Departments (Attachment C)

Department: Executive--Intergovernmental Relations		Old Title	Number of Position	Effective Date	Estimated Cost (Through 12/31/98)	Annual On-Going (12 Months) Cost at 1998 Rates	Implementation Cost of Previous 1998 Actions	Total Annual On-Going Cost at 1998 Rates
Report No.	New Title							
Department Totals:							\$6,978.84	\$6,279.13

Department: Executive--Management & Planning (formerly) / New City Budget Office		Old Title	Number of Position	Effective Date	Estimated Cost (Through 12/31/98)	Annual On-Going (12 Months) Cost at 1998 Rates	Implementation Cost of Previous 1998 Actions	Total Annual On-Going Cost at 1998 Rates
Report No.	New Title							
Department Totals:							\$18,740.05	\$18,740.05

Department: Executive Services		Old Title	Number of Position	Effective Date	Estimated Cost (Through 12/31/98)	Annual On-Going (12 Months) Cost at 1998 Rates	Implementation Cost of Previous 1998 Actions	Total Annual On-Going Cost at 1998 Rates
97-1459A	Accounting Tech II	Accounting Tech I	1	1/1/98	\$2,798.84	\$2,798.84		
97-1460A	Accounting Tech II	Accounting Tech I	1	1/1/98	\$2,798.84	\$2,798.84		
98-1884	Systems Programmer Analyst	Systems Analyst, Assistant	1	11/8/91	\$16,050.73	\$2,385.10		
98-2068	Personnel Analyst	Personnel Analyst, Assistant	1	8/5/98	\$4,867.55	\$11,682.11		
Department Totals:							\$589,885.68	\$174,842.24

Department: Fire		Old Title	Number of Position	Effective Date	Estimated Cost (Through 12/31/98)	Annual On-Going (12 Months) Cost at 1998 Rates	Implementation Cost of Previous 1998 Actions	Total Annual On-Going Cost at 1998 Rates
97-1559A	Admin Spec III-BU	Admin Spec I-BU	1	7/30/97	\$8,530.37	\$5,768.04		
98-1754	Public Relations Spec, Sr	Public Info Spec, Sr	1	4/16/98	\$0.00	\$0.00		
Department Totals:							\$385.35	\$3,553.31

Department: Housing & Human Services		Old Title	Number of Position	Effective Date	Estimated Cost (Through 12/31/98)	Annual On-Going (12 Months) Cost at 1998 Rates	Implementation Cost of Previous 1998 Actions	Total Annual On-Going Cost at 1998 Rates
Report No.	New Title							
Department Totals:							\$27,891.03	\$21,173.82

Third Quarter 1998 - Non-Project Costing by Departments (Attachment C)

Department: Law								
Report No.	New Title	Old Title	Number of Position	Effective Date	Estimated Cost (Through 12/31/98)	Annual On-Going (12 Months) Cost at 1998 Rates	Implementation Cost of Previous 1998 Actions	Total Annual On-Going Cost at 1998 Rates
					\$0.00	\$0.00	\$0.00	\$0.00
Department Totals:					\$0.00	\$0.00	\$0.00	\$0.00

Department: Legislative								
Report No.	New Title	Old Title	Number of Position	Effective Date	Estimated Cost (Through 12/31/98)	Annual On-Going (12 Months) Cost at 1998 Rates	Implementation Cost of Previous 1998 Actions	Total Annual On-Going Cost at 1998 Rates
					\$0.00	\$0.00	\$10,659.92	\$10,659.92
Department Totals:					\$0.00	\$0.00	\$10,659.92	\$10,659.92

Department: Municipal Court								
Report No.	New Title	Old Title	Number of Position	Effective Date	Estimated Cost (Through 12/31/98)	Annual On-Going (12 Months) Cost at 1998 Rates	Implementation Cost of Previous 1998 Actions	Total Annual On-Going Cost at 1998 Rates
					\$0.00	\$0.00	\$19,097.00	\$20,833.10
Department Totals:					\$0.00	\$0.00	\$19,097.00	\$20,833.10

Department: Neighborhoods, Department of								
Report No.	New Title	Old Title	Number of Position	Effective Date	Estimated Cost (Through 12/31/98)	Annual On-Going (12 Months) Cost at 1998 Rates	Implementation Cost of Previous 1998 Actions	Total Annual On-Going Cost at 1998 Rates
					\$0.00	\$0.00	\$35,510.77	\$22,098.96
Department Totals:					\$0.00	\$0.00	\$35,510.77	\$22,098.96

Department: Parks & Recreation								
Report No.	New Title	Old Title	Number of Position	Effective Date	Estimated Cost (Through 12/31/98)	Annual On-Going (12 Months) Cost at 1998 Rates	Implementation Cost of Previous 1998 Actions	Total Annual On-Going Cost at 1998 Rates
98-2104	Admin Staff Assistant	Admin Secretary	1	7/16/98	\$3,139.57	\$6,279.13		
** 98-2105	General Government Manager	Planner, Sr	1	6/19/98	\$1,022.18	\$2,044.37		
			2					
Department Totals:					\$4,161.75	\$8,323.50	\$23,260.79	(\$2,579.80)

Third Quarter 1998 - Non-Project Costing by Departments (Attachment C)

Department: Police									
Report No.	New Title	Old Title	Number of Position	Effective Date	Estimated Cost (Through 12/31/98)	Annual On-Going (12 Months) Cost at 1998 Rates	Implementation Cost of Previous 1998 Actions	Total Annual On-Going Cost at 1998 Rates	
97-1598A	Admin Spec II-BU	Admin Spec I-BU	1	1/15/97	\$5,597.68	\$2,798.84			
98-1658	Admin Staff Assistant	Police Officer	1	1/23/98	(\$8,347.84)	(\$8,347.84)			
98-1875	Systems Programmer Analyst	Programmer Analyst	1	4/24/96	\$0.00	\$0.00			
98-1923	Systems Analyst	Data Processing Systems Analyst	1	1/1/94	\$0.00	\$0.00			
** 98-2043	Finance, Budget and Acctg Mgr 2	Finance, Budget and Acctg Mgr 1	1	1/26/98	\$11,073.67	\$11,073.67			
Department Totals:						\$5,524.66	\$19,480.32	\$5,841.05	

Department: Seattle Center									
Report No.	New Title	Old Title	Number of Position	Effective Date	Estimated Cost (Through 12/31/98)	Annual On-Going (12 Months) Cost at 1998 Rates	Implementation Cost of Previous 1998 Actions	Total Annual On-Going Cost at 1998 Rates	
98-1678	Mgmt Systems Analyst, Entry	Admin Spec I	1	5/1/97	\$24,053.79	\$14,432.27			
Department Totals:						\$14,432.27	\$55,881.45	\$46,217.35	

Department: Seattle Public Utilities									
Report No.	New Title	Old Title	Number of Position	Effective Date	Estimated Cost (Through 12/31/98)	Annual On-Going (12 Months) Cost at 1998 Rates	Implementation Cost of Previous 1998 Actions	Total Annual On-Going Cost at 1998 Rates	
97-1618A	Capital Projects Coord	Water Service Inspector, Sr	1	4/3/96	\$43,594.96	\$15,965.55			
98-1629	Civil Engineering Spec, Assoc	Civil Engineering Spec, Asst III	1	7/9/97	\$6,607.69	\$4,405.13			
98-1631	Civil Engineering Spec, Assoc	Civil Engineering Spec, Asst III	1	8/14/97	\$5,873.51	\$4,405.13			
98-1746	Civil Engineering Spec, Asst III	Field Engineering Spec, Asst III	1	4/15/98	\$0.00	\$0.00			
98-1749	Civil Engineering Spec, Assoc	Field Engineering Spec, Assoc	1	4/15/98	\$0.00	\$0.00			
98-1750	Public Relations Supv	Public Info Supv	1	4/16/98	\$0.00	\$0.00			
98-1753	Public Relations Spec, Sr	Public Info Spec, Sr	1	4/16/98	\$0.00	\$0.00			
* 98-1810	Executive 2	Director XII	1	1/7/98	(\$2,360.76)	(\$2,360.76)			
98-1887	Civil Engineering Spec, Asst III	Field Engineering Spec, Asst III	1	4/15/98	\$0.00	\$0.00			
98-1889	Systems Analyst, Senior	Data Processing Systems Analyst, Sr	1	1/1/92	\$0.00	\$0.00			
98-1890	Civil Engineer, Assoc	Civil Engineer, Asst III	1	5/21/98	\$3,115.23	\$4,672.84			
Department Totals:						\$27,087.89	\$185,380.48	\$156,759.31	

Third Quarter 1998 - Non-Project Costing by Departments (Attachment C)

Department: Transportation									
Report No.	New Title	Old Title	Number of Position	Effective Date	Estimated Cost (Through 12/31/98)	Annual On-Going (12 Months) Cost at 1998 Rates	Implementation Cost of Previous 1998 Actions	Total Annual On-Going Cost at 1998 Rates	
98-1704	Heavy Truck Driver	Truck Driver	1	10/23/96	\$5,025.74	\$2,239.07			
98-1747	Civil Engineering Spec, Asst III	Field Engineering Spec, Asst III	1	4/15/98	\$0.00	\$0.00			
98-1760	Civil Engineering Spec, Asst III	Field Engineering Spec, Asst III	1	4/15/98	\$0.00	\$0.00			
98-1874	Systems Analyst, Senior	Data Processing Systems Analyst, Sr	3	1/1/93 (Pos #008758, #008606) 1/2/91 (Pos #022967)	\$0.00	\$0.00			
98-2113	Info Tech Manager 3	Engr & Plans Review Manager 2	1	7/15/98	\$5,549.00	\$11,098.00			
Department Totals:					\$10,574.74	\$13,337.07	\$58,935.84	\$27,598.98	

ALL DEPARTMENTS (GRAND TOTAL)			
Estimated Cost (Through 12/31/98)	Annual On-Going (12 Months) Cost at 1998 Rates	Implementation Cost of Previous 1998 Actions	Total Annual On-Going Cost at 1998 Rates
\$264,115.05	\$155,469.41	\$1,346,981.67	\$606,399.13
GRAND TOTALS:			

- * Per APEX costing protocols, APEX positions are costed at midpoint.
- ** Per Manager Compensation Program costing protocols, Manager Compensation Program positions are costed at midpoint.
- *** Per Strategic Advisor Compensation Program costing protocols, Strategic Advisor Compensation Program positions are costed at midpoint.

ATTACHMENT D separately identifies special or unusual costs attributed to Information Technology impacts or other identified sources. These costs are already included in the summary of *Attachment C* and do not represent additional costs.

ATTACHMENT D

**Third Quarter 1998 (Attachment D)
Cost Attributable to Info Tech and Civil Service Commission's Appeal Impacts**

**THIRD QUARTER 1998: Cost Attributable to Info Tech Impacts
(cost included in Attachment C)**

Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/98)	Annual On-Going (12 Months) Cost at 1998 Rates	DEPARTMENT
98-1671A	Systems Programmer Analyst	Systems Analyst, Assistant	1	1/1/93	\$11,560.42	\$2,385.10	City Light
98-1882	Systems Analyst	Data Processing Systems Analyst	1	1/2/92	\$0.00	\$0.00	City Light
98-1885	Systems Programmer Analyst	Systems Analyst, Assistant	1	4/14/92	\$15,205.00	\$2,385.10	City Light
98-1812	Systems Programmer Analyst	Systems Analyst, Assistant	1	1/1/94	\$11,536.08	\$2,385.10	Civil Rights
98-1884	Systems Programmer Analyst	Systems Analyst, Assistant	1	11/8/91	\$16,050.73	\$2,385.10	Executive Services
98-1875	Systems Programmer Analyst	Programmer Analyst	1	4/24/96	\$0.00	\$0.00	Police
98-1923	Systems Analyst	Data Processing Systems Analyst	1	1/1/94	\$0.00	\$0.00	Police
98-1678	Mgmt Systems Analyst, Entry	Admin Spec I	1	5/1/97	\$24,053.79	\$14,432.27	Seattle Center
98-1889	Systems Analyst, Senior	Data Processing Systems Analyst, Sr	1	1/1/92	\$0.00	\$0.00	SPU
98-1874	Systems Analyst, Senior	Data Processing Systems Analyst, Sr	3	1/1/93 (Pos #008758, #008606) 1/2/91 (Pos #022967)	\$0.00	\$0.00	Seattle Tran
98-2113	Info Tech Manager 3	Engr & Plans Review Manager 2	1	7/15/98	\$5,549.00	\$11,098.00	Seattle Tran
Department Totals:					\$83,955.02	\$35,070.67	

**THIRD QUARTER 1998: Cost Attributable to Civil Service Commission Appeal Impacts
(cost included in Attachment C)**

Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/98)	Annual On-Going (12 Months) Cost at 1998 Rates	DEPARTMENT
98-1978	Energy Planning Supv	Energy Planning Analyst	1	11/3/93	\$58,735.05	\$10,659.92	City Light
Department Totals:					\$58,735.05	\$10,659.92	

STATE OF WASHINGTON - KING COUNTY

98054

—ss.

City of Seattle, City Clerk

No. ORDINANCE 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

CT:ORD 119167

was published on

10/02/98

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

Subscribed and sworn to before me on

10/02/98

Notary Public for the State of Washington, residing in Seattle

