

Ordinance No. 119863

Council Bill No. 113077

The City of Seattle
Council Bill/Ordinance

4Q99 Classification and Salary Ordinance

AN ORDINANCE, to be known as the Fourth Quarter 1999 Salary Ordinance which establishes new titles in various departments; designates a position as civil service exempt and accordingly amends the Seattle Municipal Code (S.M.C.) 4.13.010, Section V, also known as the Exemptions Ordinance (119763); and corrects the civil service exempt status of a position.

CF No. _____

Date Introduced:	JAN 24 2000	
Date 1st Referred:	JAN 24 2000	
To: (committee)	Finance, Budget and Economic Development	
Date Re - Referred:	To: (committee)	
Date Re - Referred:	To: (committee)	
Date of Final Passage:	Full Council Vote:	
Date Presented to Mayor:	Date Approved:	
Date Returned to City Clerk:	Date Published:	T.O. <input checked="" type="checkbox"/> P.T. <input checked="" type="checkbox"/>
Date Vetted by Mayor:	Date Veto Published:	
Date Passed Over Veto:	Veto Sustained:	

2/16/00 Pr

2-27-00 Full

This file is complete and ready

Law Department

Law Dept. Review

The City of Seattle - Legislative Department

Council Bill/Ordinance sponsored by:

Finance & Budget Committee Chair
DRAGO

Committee Action:

2/16/00 FBEA Do approve 40 Drago
McEwen
Conlin
Licata

2-22-00 Full Council: Passed 9-0

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

(Initial/Date)

Law Department

*Law Department
Full Council*

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

City of Seattle Executive Services Department
Personnel Division
MEMORANDUM



DATE: July 28, 1999

TO: Norma McKinney, Personnel Director

VIA: Nancy Schaefer, Classification/Compensation Director
John Pearson, Classification/Compensation Supervisor

FROM: Carl Swanson, Classification/Compensation Analyst

SUBJECT: Salary Report 99-2794, Operations Crew Chief, Senior - Seattle Center

Background

The Seattle Center has asked that two existing Operations Crew Chief – Seattle Center positions be reallocated to Operations Crew Chief, *Senior* – Seattle Center. This has required development of a new class specification and a salary review. The class specification for this new class has recently been created (reference report #99-2793).

Analysis

The first level of the series, Operations Crew Chief – Seattle Center is currently paid \$20.43 - \$22.08/hr on a three-step salary grade (AMB). A differential of 6.1%, at top step, would be achieved by placing the Operations Crew Chief, *Senior* – Seattle Center, at salary range 31.5B. This four-step hourly salary range is \$20.85 - \$23.42. This provides an appropriate differential from the first level supervisor class without causing salary compression. Use of salary range 31.5B would also provide a suitable 5.8% differential at top step, between the Operations Crew Chief, *Senior* – Seattle Center and the next level of supervisor, the Facilities Technical Supervisor.

Placement at salary grade 32.0A is not recommended, because use of this grade *would* cause salary compression. Salary grade 32.0A is \$20.47 - \$23.85 on a five-step range. This would provide virtually no salary differential at the entry step.

Therefore it is recommended that Operations Crew Chief, *Senior* – Seattle Center be established at salary grade 31.5B.

Approved:


Norma McKinney, Personnel Director

8/27/99
Date



**City of Seattle Executive Services Department
Personnel Division
MEMORANDUM**



DATE: August 27, 1999

TO: Norma McKinney, Personnel Director

VIA: Nancy Schaefer, Classification/Compensation Director *ns*
John Pearson, Classification/Compensation Supervisor *J*

FROM: Carl Swanson, Classification/Compensation Analyst *CSS*

SUBJECT: Salary Report 99-3408, Senior Seattle Conservation Corps Supervisor

Background

The Parks and Recreation Department has asked that four existing Seattle Conservation Corps (SCC) Supervisor positions be reallocated to Facilities Maintenance Crew Chief. Facilities Maintenance Crew Chief, however, is a pay title only, there is no class specification. The subject request has required (a) development of a new class specification (reference report #99-3409) with the title of Senior Seattle Conservation Corps Supervisor, and (b) a salary review.

Analysis

The first level of the series, Seattle Conservation Corps Supervisor, is currently paid \$16.77/hr - \$18.09/hr on a three-step salary grade (ASZ). A differential of 8% - 12% is normally used between a given supervisor class and the next level supervisor. Two examples are shown below. Salary grades which would result in a differential outside this 8% - 12% range were not considered for this review.

Energy Management Analyst Supervisor	\$23.62 - \$27.55
Senior Energy Management Analyst Supervisor	\$26.53 - \$30.79
Salary differential between levels	12%
Human Services Program Supervisor	\$21.26 - \$24.77
Senior Human Services Program Supervisor	\$22.99 - \$26.76
Salary differential between levels	8%

In light of the fact that the first level of the series is on a three-step salary grade, it is most appropriate to consider this approach as well for the second level title. Thus the salary grades which were considered are listed at "C" step, denoting that the actual use of this salary range will be three steps: step 3 - step 5.



A differential of 9% at entry and at top step is obtained by placing Senior SCC Supervisor at salary range 27.0C. A differential of 11% at entry and at top step is obtained by placing Senior SCC Supervisor at salary range 27.5C. The table below shows these comparisons.

Salary range	Entry Step 3	Top Step 5	Differential from SCC Supervisor
27.0C	\$18.27	\$19.68	9%
27.5C	\$18.59	\$20.07	11%

There is also the supervisory level above the Senior SCC Supervisor to consider. In the Parks and Recreation Department hierarchy, the supervisor of these four Senior SCC Supervisor positions is a Construction and Repair Crew Chief. The differentials between the possible salary ranges for Senior SCC Supervisor and the current salary for Construction and Repair Crew Chief are shown in the table below.

Salary range	Entry Step 3	Top Step 5	Differential from C & R Crew Chief top step
27.0C	\$18.27	\$19.68	16%
27.5C	\$18.59	\$20.07	13%

Salary range 27.5C would provide for an 11% differential from the lower class and a 13% differential from the higher class. Overall this appears to be the best salary range to use, given the existing salary levels of the subordinate and supervisor titles. It is therefore recommended that the salary for Senior Seattle Conservation Corps Supervisor be set at 27.5C.

Approved:


 Norma McKinney, Personnel Director

11-8-99
 Date



1 **Department:** Multiple Department Involved
2 **Title:** Management System Analyst, Assistant
3 **New Salary Rate:** Range 29.5A: \$18.59 \$19.32 \$20.07 \$20.85 \$21.69
4 **Report:** Attached memo dated 12/22/99

5 **SECTION 2. DESIGNATING A POSITION AS EXEMPT FROM CIVIL SERVICE**

6 **STATUS.** As recommended by the Personnel Director in the Classification
7 Determination attached hereto, a position in the Seattle Center is designated as exempt
8 from civil service effective as noted in the Classification Determination report. The
9 S.M.C. 4.13.010 (known as the Exemptions Ordinance 119763), Section V, is hereby
10 amended as follows:

<u>Employing Unit</u>	<u>Title of Exempt Position</u>
V. Seattle Center	<u>Administrative Staff Assistant (pos. #009024)</u>

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13 **SECTION 3. CORRECTING THE CIVIL SERVICE EXEMPT STATUS OF A**

14 **POSITION.** The following is submitted to reinstate the correct civil service exempt
15 status of a position prior to legislation on Ordinance #118780.

<u>Department</u>	<u>Position # & Title on Ordinance #118780</u>	<u>Correct Title</u>
Office for Civil Rights	#025433 Manager 2-General Government	Manager 2-Exempt

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18 **SECTION 4.** The heads of respective departments affected by this ordinance
19 are hereby authorized to use unexpended and unencumbered funds accumulating in
20 their respective 2000 Budgets to pay the compensation authorized herein.

21 **SECTION 5.** The heads of respective departments are authorized to fill such
22 positions subject to civil service and personnel rules and laws.
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SECTION 6. Any act consistent with this authority and prior to the effective date of this ordinance is hereby ratified and confirmed.

SECTION 7. This ordinance shall take effect and be in force thirty (30) days from and after its approval by the Mayor, but if not approved and returned by the Mayor within ten (10) days after presentation, it shall take effect as provided by Municipal Code Section 1.04.020.

PASSED by a two-thirds (2/3's) vote of the members of the City Council the 22nd day of February, 2000, and signed by me in open session in authentication of its passage this 22nd day of February, 2000.

Margaret Cooper
President.....of the City Council

Approved by me this 28th day of February, 2000.

Paul Schell
Mayor

Filed by me this 28th day of February, 2000.

Janith E. Pappas
City Clerk

(SEAL)





City of Seattle

Paul Schell, Mayor

Executive Services Department

Dwight D. Dively, Director

Norma McKinney
1/11/00

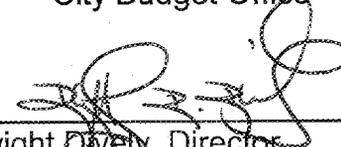
MEMORANDUM

DATE: January 3, 2000

TO: Seattle City Council President

Attn: Barbara Gangwer
City Budget Office

FROM:


Dwight Dively, Director
Executive Services Department


Norma McKinney
Personnel Director

SUBJECT: Proposed Legislation - Fourth Quarter 1999 Reclassification Ordinance

Title of the Legislation: AN ORDINANCE, to be known as the Fourth Quarter 1999 Salary Ordinance which establishes new titles in various departments; designates a position as civil service exempt and accordingly amends the Seattle Municipal Code (SMC) 4.13.010, Section V, also known as the Exemptions Ordinance (119763); and corrects the civil service exempt status of a position.

Summary of the Legislation: The attached ordinance will implement three new titles and salaries recommended by the Personnel Director during the Fourth Quarter of 1999, a proposed designation of a position as exempt from the classified service, and will correct the civil service exempt status of a position.

Background Information: Based on the passage of Resolution #30046 in October 1999, this and future quarterly Salary Ordinances will include only Classification and Compensation reports which:

- establish a new title not previously legislated by ordinance;
- change the salary of an existing title;
- or change the civil service exempt status of a position.

(Resolution #30046 does not address the civil service status issue, however, the Seattle City Charter, Article XVI, Section 3, requires that a position proposed to be exempted from civil service be approved by ordinance with a two-thirds vote of the City Council.)

Additionally, due to the passage of Resolution #30046, the nature of reporting estimated costs associated with reclassifications has substantially changed. The resolution determines that estimated reclassification costs will be tracked by the Classification and Compensation unit to be reported on an annual basis through the City Budget Office.



Seattle City Council President
January 3, 2000
Page 2

There are no costs directly associated with the new salary reports on this ordinance. While these reports have indirect cost impacts associated with them, the costs will be reported through the individual position reclassification reports that will be implemented following the passage of the salary reports in this ordinance. All costing will be included in the annual reporting.

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

DD/NM:nsi

Attachment: Fourth Quarter 1999 Reclassification Ordinance

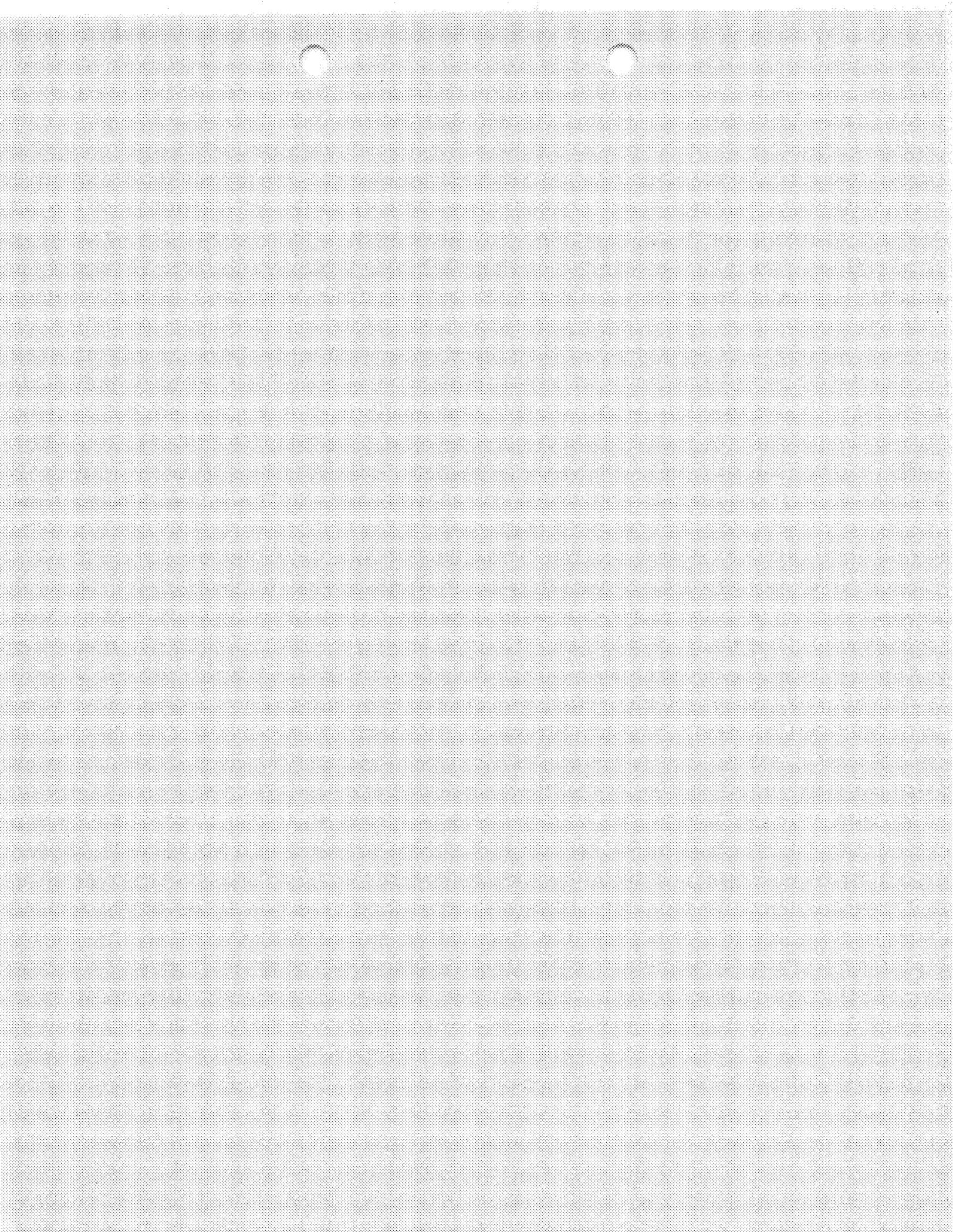
c: Chair, Finance and Budget Committee, Legislative Department
ESD Personnel Division Administrators



PAINTER CREW CHIEF SALARY COMPARISON

TITLE	SALARY STEPS		
	Step 1/3	Step 3/5	
Senior SCC Supervisor at 27 OC	\$18.27	\$18.95	\$19.68
SCC Supervisor	\$16.77	\$17.44	\$18.09
Percent different	9%	9%	9%





ORDINANCE 119863

AN ORDINANCE, to be known as the **Fourth Quarter 1999 Salary Ordinance** which establishes new titles in various departments; designates a position as civil service exempt and accordingly amends the Seattle Municipal Code (S.M.C.) 4.13.010, Section V, also known as the Exemptions Ordinance (119763); and corrects the civil service exempt status of a position.

WHEREAS, Resolution 30046 resolved that establishing a new classification and changing compensation assigned to an existing classification shall be included on the quarterly Salary Ordinance; and

WHEREAS, According to Seattle City Charter, Article XVI, Section 3, positions may be designated as exempt from civil service by ordinance approved with a two-thirds vote of the City Council; and

WHEREAS, Resolution 30046 resolved that position reclassifications using classifications previously established by ordinance need not be included on the quarterly Salary Ordinance;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

SECTION 1. NEW TITLE AND SALARY. As recommended by the Personnel

Director, the following title and rate is established, effective as of the date shown in respective reports, letters, or memoranda or understanding/agreement.

Department: Seattle Center
Title: Operations Crew Chief, Senior-Seattle Center
New Salary Rate: Range 31.5B: \$20.85 \$21.69 \$22.59 \$23.42
Report: #99-2794 effective with the passage of this ordinance

Department: Parks
Title: Seattle Conservation Corps Supervisor, Senior
New Salary Rate: Range 27.5C: \$18.59 \$19.32 \$20.07
Report: #99-3408 & 99-3409 effective with the passage of this ordinance

Department: Seattle Public Utilities
Title: Water System Supervisor
New Salary Rate: Range 38.0A: \$25.74 \$26.76 \$27.80 \$28.85 \$29.96
Report: #99-3499 effective 10/13/99



PAINTER CREW CHIEF SALARY COMPARISON

TITLE	SALARY STEPS		
	Step 1/3	Step 3/5	
Senior SCC Supervisor at 27.5C	\$18.59	\$19.32	\$20.07
SCC Supervisor	\$16.77	\$17.44	\$18.09
Percent different	11%	11%	11%



PAINTER CREW CHIEF SALARY COMPARISON

TITLE	SALARY STEPS		
	Step 1/3	Step 3/5	Step 3
Construction & Repair Crew Chief	\$21.05	\$21.85	\$22.77
SCC Supervisor, Senior at 27.0C	\$18.27	\$18.95	\$19.68
Percent different	15%	15%	16%



PAINTER CREW CHIEF SALARY COMPARISON

TITLE	SALARY STEPS		
	Step 1/3	Step 3/5	
Construction & Repair Crew Chief	\$21.05	\$21.85	\$22.77
SCC Supervisor, Senior at 27.50	\$18.59	\$19.92	\$20.07
Percent different	13%	13%	13%



CLASS SPECIFICATION RECOMMENDATION

Date: August 27, 1999

Report No. 99-3409

Affected Department(s): Parks and Recreation

We recommend that Class Specification No. 3251207 for Senior Seattle Conservation Corps Supervisor be:

- Abolished - Please remove this Class Specification from your notebook.
- Adopted (new specification); and that the attached allocations be approved.
- Revised (as attached).

Remarks: This action is a result of a request for a review by the department.

Attachments: Class Specification No. 3251207 Title: Senior Seattle Conservation Corps Supervisor

Recommended: Carl Swanson *CDS* Classification Analyst

Approved: John Pearson *J* Class/Comp Supervisor

Nancy Schaefer Class/Comp Director

Norma McKinney Personnel Director





COMPENSATION DETERMINATION REPORT

Date: October 13, 1999 Report No.: 99-3499

CLASSIFICATION IDENTIFICATION
Classification Title: Water System Supervisor
Ordinance Title: Water System Supervisor
Bargaining Unit: 030 Current Salary: \$27.80 - \$29.96 Range: 38.0C

RECOMMENDED ACTION
Action: Salary Change No Change
Recommended Salary: \$25.74 - \$29.96 Range: 38.0A
Bargaining Unit: 030 Legislation Required: Yes
Effective Date: October 13, 1999

Recommended: Susie Farrell *SUF* Classification/Compensation Analyst

Approved: Edie Jorgensen *EJ* Classification/Compensation Supervisor

Nancy Schaefer *NS* Classification/Compensation Director

NM
Norma McKinney Personnel Director



Background:

The Senior Water Supply Dispatchers were reclassified to the supervisor level in report #99-2825 and the title was changed to Water System Supervisor. This report will present the results of the salary survey conducted for the body of work performed by these positions.

Analysis:

External (Market) Comparison:

The jurisdictions within recruiting boundaries indicated by Class/Comp policy to be used for conducting salary surveys were inadequate for this position because of the unique body of work. The water distribution system operated by these positions serves Seattle and the surrounding area. Most of the jurisdictions usually surveyed have no similar positions, as they rely on this system for their water. Therefore, a wider survey area was used in an effort to find positions with similar duties and responsibilities. A number of good matches were found and the survey results are as follows.

There were six matches for the supervisor position. Market survey data revealed that the City of Seattle's pay level is 10.79% over market at midpoint. The City is, in fact, over market at minimum (nearly 20%) and maximum (slightly less than 2%) as well. The range for the market is \$46,700 to \$61,300. The City's range is \$58,000 to \$62,600, indicating that the City's range is much narrower than the market. If the City's current range were changed from 38.0C to 38.0A, the City's range would still be 13% above market at minimum but this would bring the City closer to the market average overall. This is illustrated more clearly in the following table.

Market Range (\$46,700-\$61,340)			
City's Range	% over market at minimum	% over market at midpoint	% over market at maximum
38.0A (\$53,700-\$62,600)	13.10%	7.43%	1.94%
38.0C (\$58,000-\$62,600)	19.54%	10.79%	1.94%

It could be desirable to be over market at minimum if there were a demonstrated recruitment problem; however, this has not been shown to be the case. Positions seem to be more likely to be filled internally. The promotion of a senior to a supervisor in this class would give the promoted employee a tremendous increase in salary upon promotion, but the employee would quickly reach the top step (within 18 months) and have no further increases. This would not seem to be the most motivating method, nor does it provide much encouragement for the employee to stay for a longer term. Employees at this level have a wealth of knowledge and are an important part of the efficient operation of the unit. They should be motivated to stay by any reasonable means available. A system of salary increases over a longer period of time is one way of accomplishing this.

Internal Comparison:

No positions were found that could be used for internal comparison. The Power Dispatcher in City Light has similar duties to this class, and a comparison could be explored for the journey and senior levels, but the Power Dispatcher class has no supervisor class. Therefore, no further internal comparison could be made.



Recruitment/Retention:

There are currently no supervisor positions in the Water Supply section. The last supervisor retired 12/31/96 and the position was abrogated. Before the abrogation, the position had been filled since its inception in 1953 as follows:

Incumbent	Hire Date	Years in Position
Incumbent A	1953-1955	2 years
Incumbent B	1955-1986	31 years
Incumbent C	1987-1996	9 years

There were clearly no retention issues while this position was in existence.

According to the Employment Unit, no recruitment issues are evident, as there have been no requests for resumes since the Resumix system records began in 1994. As there were a number of senior positions, it is likely that a vacancy would have been filled from within.

Recommendation:

Market data shows that the position is over market at all points in the range. There are no discernible recruitment or retention issues.

It has been illustrated that, if the City's range were expanded from three steps to five steps (from 38.0C to 38.0A,) the minimum and midpoint would more closely approximate the market. Based on this information, I recommend that the salary for the Water System Supervisor be changed to range 38.0A effective October 13, 1999, the date of this report.





CITY OF SEATTLE

ESD/Personnel Division

Dwight D. Dively, Director

Norma McKinney, Personnel Director

MEMORANDUM

DATE: December 22, 1999

TO: Norma McKinney, Personnel Director

FROM: Nancy Schaefer, Classification/Compensation Director *NS*

VIA: Edie Jorgensen, Classification/Compensation Supervisor *EJ*
Susie Farrell, Personnel Analyst *SF*

SUBJECT: New Title

This memo is to correct an oversight which occurred during the implementation of actions related to the Classification Project.

As a result of the Classification Project, the title of Management Systems Analyst, Entry was changed to Management Systems Analyst, Assistant. The title was changed on the classification specification; however, a new pay title was not created.

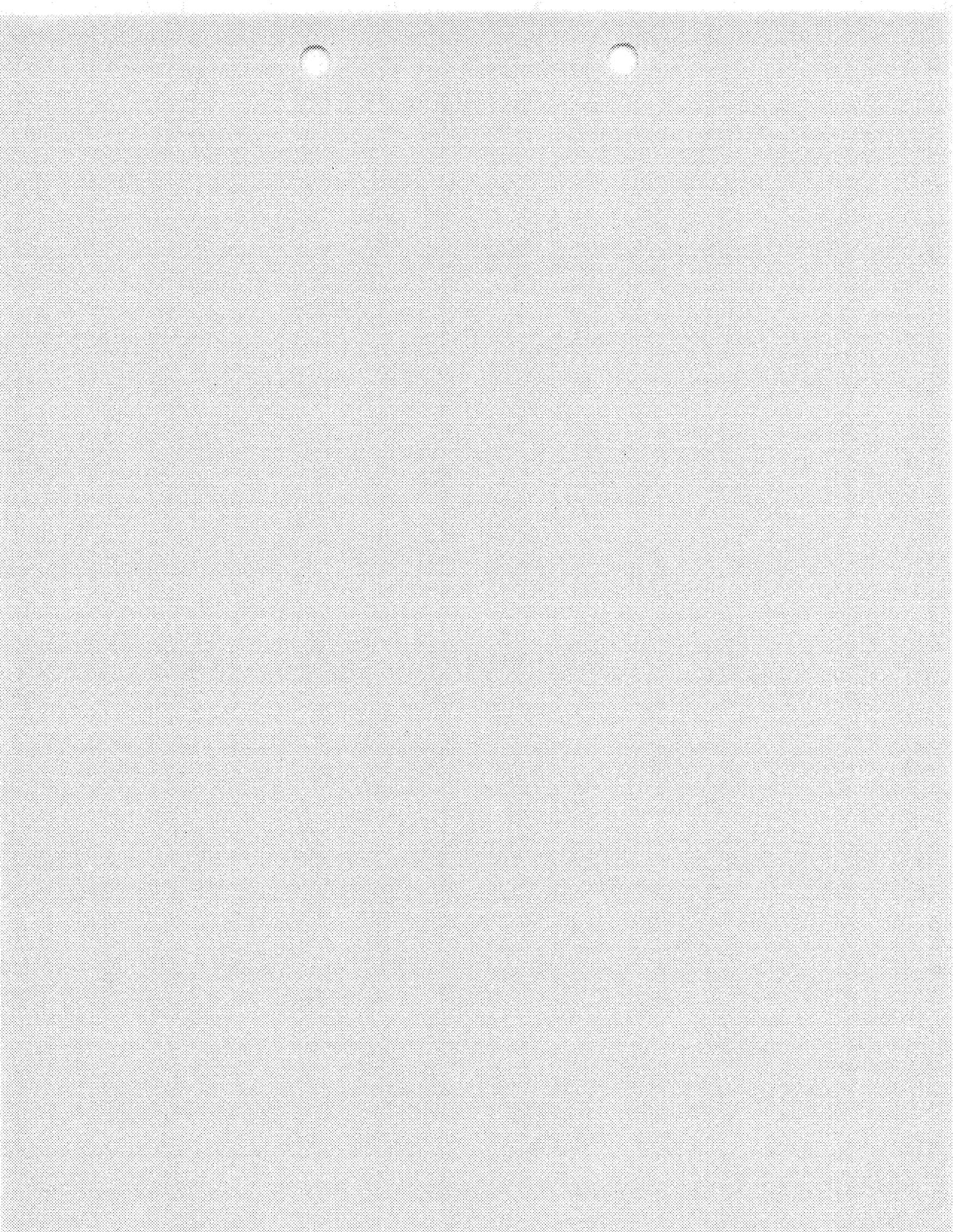
This memo will create the new pay title of Management Systems Analyst, Assistant. The duties and responsibilities are identical to those formerly classified and paid as Management Systems Analyst, Entry, which was paid at salary range 29.5A. Since this salary range has already been established for this body of work, the salary range of 29.5A will be assigned to the new title. This action is effective 1/2/91.

Approved: _____

Norma McKinney
Norma McKinney, Personnel Director

NS:EJ:sf







CLASSIFICATION DETERMINATION REPORT

Date: August 26, 1999 Report No.: 99-3027

POSITION IDENTIFICATION

Department: SEATTLE CENTER
Classification Title: ADMINISTRATIVE SPECIALIST II
Ordinance Title: ADMINISTRATIVE SPECIALIST II
Position Number: 009024 Current Salary: \$14.85--\$16.62
Bargaining Unit: 030 Range: 22.5B

RECOMMENDED ACTION

Classification Title: ADMINISTRATIVE STAFF ASSISTANT (EXEMPT POSITION)
Ordinance Title: ADMIN STAFF ASST
Bargaining Unit: 030 Recommended Salary: \$18.59--\$21.69
Legislation Required: Yes Range: 29.5A
Action: DESIGNATION
Effective Date: MAY 10, 1999

Remarks: NOTE: We are recommending that this position be made exempt from civil service per Seattle Municipal Code Section 4.13.010.

INCUMBENT STATUS

Incumbent:
Current Standing: N/A--VACANT
Recommended Standing: N/A--VACANT
In recommended standing, incumbent status is:
 Regular Probationary Temporary (exam required)
Authority:
Personnel Rule
 2.3.100 2.3.200 2.3.300

Recommended: SharonLee Nicholson Classification/Compensation Analyst
Approved: John Pearson Classification/Compensation Supervisor
Nancy Schaefer Classification/Compensation Director
Norma McKinney Personnel Director



Source of Request and Position Identification

The subject position (*Administrative Specialist II*, Position No. 009024) reports to the Seattle Center Director and is responsible for executive support in a department with \$34 million annual operating budget, 250 permanent employees and 800 intermittent employees. According to the PDQ and letter of submittal, the department has had a difficult time finding sufficient skills and competencies at the *Administrative Specialist II* level to properly support the Center Director. Therefore, department management has requested reclassification of the position to a higher class, *Administrative Staff Assistant*. Also, because of the work's high level of confidentiality and the accountability of the Director to whom the position reports, the department has requested that this position be made exempt from the Civil Service.

Scope of Review

This review, conducted by SharonLee Nicholson, an analyst assigned to Team 2, included review of the following:

- PDQ for the position dated May 10, 1999
- Department's letter of explanation dated May 10, 1999
- Internal files and other position information
- Position information on similar jobs in the City.

Summary of Work

This vacant position is designated to serve as staff assistant to the Seattle Center Director, performing special projects, managing a complex calendar and the day-to-day assignments to the Director's subordinate managers and directors. As personal representative of the Director, the position is expected to work with senior executive staff from the public and private sectors on a daily basis. This position also directs the work of 2 administrative support staff.

Analysis

According to the PDQ, the position manages the Director's schedule, handles some personnel issues, coordinates with the Mayor's office and community leaders on special projects, staffs the Seattle Center Advisory Committee and coordinates and tracks the subordinate managers' assignments for the Center Director. *Administrative Specialist IIs* may perform support duties similar to those of this position. However, as a staff assistant to a major department head with high visibility in a political environment, this position is not appropriately classified as an *AdSpec II*. The office management duties, individual judgment and effect of error associated with this position place it in another class series.

The department requested *Administrative Staff Assistant* and although the position does not develop budgets (a task often associated with this body of work), the sensitivity of the position, reporting relationship and coordination of special assignments for the Director place it at the *Administrative Staff Assistant* level. Finally, after reviewing the description and expectations of this position, we believe that it meets the criteria for exemption under Seattle Municipal Code 4.13.010. The position requires a high level of

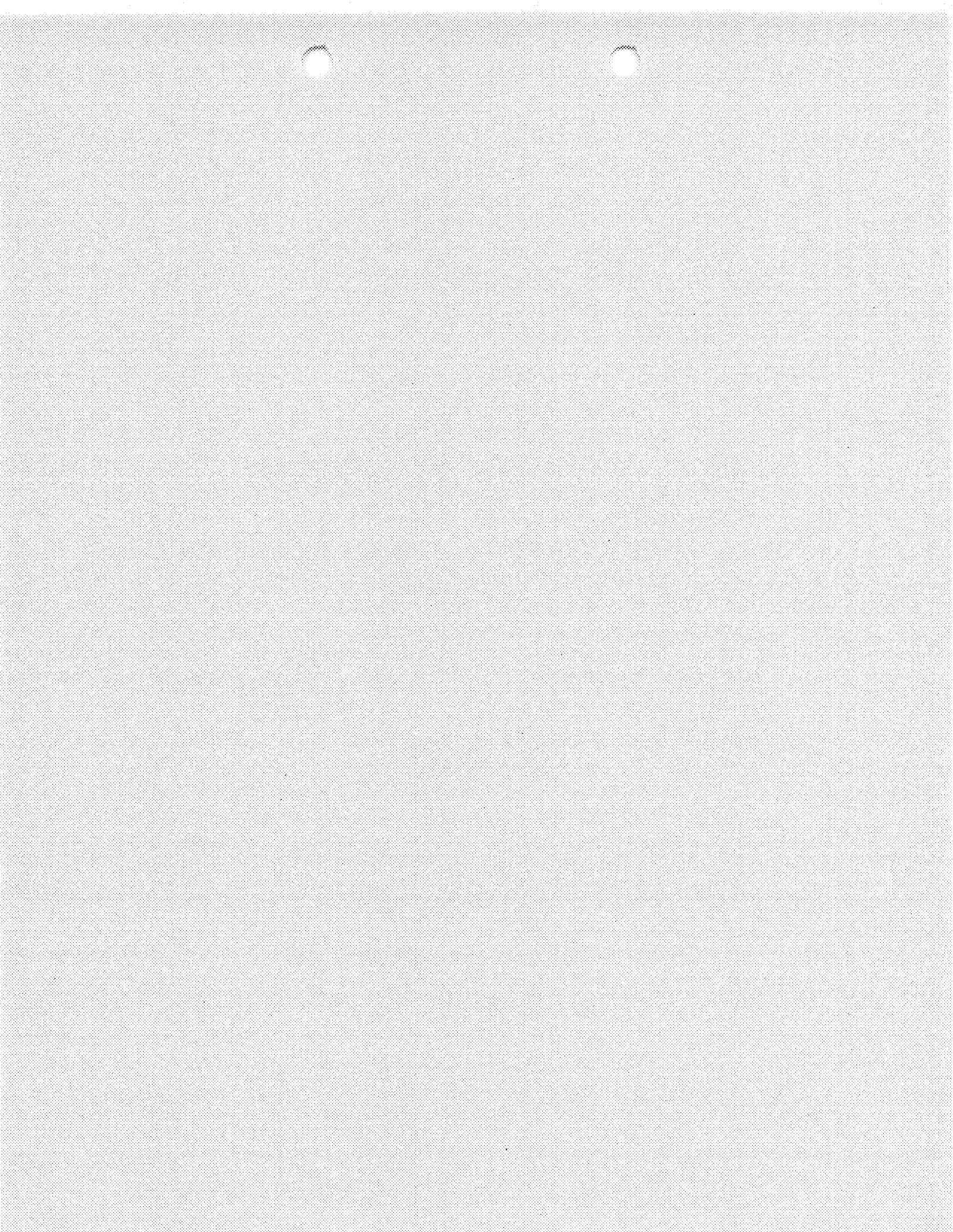


confidentiality in the Seattle Center's Director's Office and it requires a high degree of responsiveness and individual accountability within the parameters of the work it will be performing.

Recommendation

Based on this review of the information submitted and a comparison with similar positions in the City, we recommend retitling and designating the position to *Administrative Staff Assistant* and exempting it from the Civil Service. The effective date of this action should be May 10, 1999, the date the PDQ was signed.







City of Seattle

Paul Schell, Mayor

Executive Services Department

Dwight D. Dively, Director

DATE: October 8, 1999

TO: Germaine Covington, Office for Civil Rights
Jo Ellen Warner, Office for Civil Rights

FROM: Edie Jorgensen, *Edie Jorgensen* Classification/Compensation

It has come to our attention that Position # 025433 was incorrectly legislated on Ordinance #118780 as a Manager 2- General Government. The correct title should be Manager 2- Exempt.

Prior to the implementation of the Strategic Advisor/Manager salary program, this position's title was Director IV, a civil service exempt title. This exempt status should have remained unchanged with the program implementation.

We will prepare the legislation to correct this error on the 4th Quarter, 1999 classification ordinance.

If you have any questions, please call me at 684-7964.

C: Miriam Israel Moses, Civil Service Commission

EJ:jw



PERSONNEL DIVISION--Legislation Procedures and Checklist (updated 9/98)

THIS CHECKLIST MUST BE ATTACHED TO THE LEGISLATION. ALL LEGISLATION MUST GO THROUGH LORNA -- PLEASE DO NOT SEND LEGISLATION DIRECTLY TO DWIGHT'S OFFICE. HIS OFFICE WILL RETURN LEGISLATION AND WILL DELAY THE PROCESS. THANKS.

FOURTH QUARTER 1999 SALARY ORDINANCE

DC 10/28/99

1. **Draft Legislation.** Each Unit is responsible for drafting legislation. There will be NO RUSH legislation. Legislation must be in Dwight's office **FOUR (4) WEEKS** prior to the targeted committee meeting, **NO EXCEPTIONS.**

While in the drafting/development stage, it is advisable that you **CONSULT** with the Law Department, the City Budget Office (only if legislation is financial in nature), and the Policy Unit in Personnel.

- Unit Contact: Donna Cook/Nancy Schaefer
- CBO Contact (financial nature only): Barbara Gangwer
- Law Contact: Marilyn Sherron
- Sponsoring Council Committee: Finance and Budget
- Requested Council Date: February 2, 2000

(Do NOT call Council Committee: Lorna will schedule with Council)

CS
12/25/99

Policy Staff Review. If there are no changes, Policy Staff will give legislation to Lorna for Norma's signature. **For changes, the following steps will occur:**

- Lorna will give complete package back to the originating Unit for correction(s).
- ALWAYS USE THE DISK FOR CORRECTION(S).
- When done, remember to save your document to your computer for your Unit's records.
- If there are **changes on the title**, make sure the blue folder label is corrected.

DC 12/29/99

3. **Package Legislation**

- Legislation should only be prepared from the standard templates.
- Copy legislation and attachments into a disk and place in envelope (2-hole punched and fastened)
- Attachment(s) and back-up documents (2-hole punched and fastened)
- Hard copy of legislation (2-hole punched and fastened)
- Cover letter for Personnel Director's and ESD Director's signature (paper clipped in front of folder)
- Legislation title typed on label (affixed to folder--if too long, use another label)

DC 1/4/00

4. **Hand deliver** complete package to Lorna. She will log legislation.

✓/W
1/A

✓/OK to
deliver

5. **Personnel Director signs cover letter of legislation.** Lorna will call your Unit's contact person for pick-up of signed legislation. Originating Unit staff copies legislation and distributes to: (a) Unit's file; (b) advance copies and attachment(s) to appropriate offices. There will be **NO ADVANCE** copies delivered to City Council, Law, and/or CBO. This is the reason for the **FOUR (4) WEEKS** deadline to Dwight.

6. **Contact Lorna when ready for delivery to Dwight's Office.** She will E-mail his Assistant notifying her that a legislation is on its way for Dwight's signature. A signed copy of the legislation cover memo will be sent Lorna. (Please do **NOT** call Dwight's Office looking or wanting a signed copy.) Lorna is responsible for forwarding the signed copy to the originating Unit for their files. Dwight's Office will forward legislation to OMP.

IF CBO OR THE LAW DEPARTMENT HAS EDITS, PLEASE FOLLOW INSTRUCTIONS BELOW:

7. Originating Unit staff and/or Policy Unit staff may receive calls from COB, Law, and/or Council staff for additional clarification and/or information. From these conversations changes/corrections may occur. **STAFF MUST NOTIFY LORNA via E-Mail** with the following information:

- Who is recommending the changes/rewrites?

- Will this cause a delay for the scheduled Council presentation?

- Who is making the correction on the disk?

- Who is delivering the corrected legislation to appropriate staff?

- Where will the legislation be delivered?

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: Donna Cook/684-7970 Nancy Schaefer/386-9081	CBO Analyst/Phone: Barbara Gangwer/615-0768
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Legislation Title: AN ORDINANCE, to be known as the **Fourth Quarter 1999 Classification and Salary Ordinance**, designating a position; creating a new title and salary in various departments; amending S.M.C. 4.13.010 by a 2/3 vote of the Council to exempt a position from the classified service; correcting the Civil Service exempt status of a position; and providing payment therefor.

Summary of the Legislation: This legislation includes: a position designation which recommends Civil Service exempt status; three new titles and corresponding salaries for Parks, Seattle Center and Seattle Public Utilities; and a correction to the Civil Service exempt status of a position legislated on Ordinance #118780, the Management Classification ordinance.

Background (Included justification for the legislation and funding history, if applicable): With the passage of Resolution #30046, the only Classification & Compensation reports requiring legislation are:

- Reports which establish a new title and salary not previously legislated by ordinance.
- Reports which change the salary of an existing previously legislated title.
- Reports which change the Civil Service exempt status of a position. (Resolution #30046 does not address this, however, any exempt status change to a position is deemed an amendment to the Exemptions Ordinance and will continue to require legislation.)

Sustainability Issues (related to grant awards): None

Estimated Expenditure Impacts: Due to the passage of Resolution #30046, the nature of reporting estimated costs associated with reclassifications has substantially changed. The resolution determines that estimated reclassification costs will be tracked by the Classification and Compensation unit to be reported on an annual basis through the City Budget Office.

There are no costs directly associated with the new salary reports on this ordinance. While these reports have indirect cost impacts associated with them, the costs will be reported through the individual position reclassification reports that will be implemented following the passage of the salary reports in this ordinance. All costing will be included in the annual reporting.

Estimated Revenue Impacts: None.

Estimated FTE Impacts: 0

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

Other Issues (including long-term implications of the legislation): No

STATE OF WASHINGTON - KING COUNTY

115493

City of Seattle, City Clerk

—ss.

No. IN FULL

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: 119863 ORDINANCE

was published on

03/06/00

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

03/06/00

Notary Public for the State of Washington, residing in Seattle

City of Seattle

ORDINANCE 118843

AN ORDINANCE, to be known as the Fourth Quarter 1999 Salary Ordinance which establishes new titles in various departments; designates a position as civil service exempt and accordingly amends the Seattle Municipal Code (S.M.C.) 4.13.010, Section V, also known as the Exemptions Ordinance (119763); and corrects the civil service exempt status of a position.

WHEREAS, Resolution 30046 resolved that establishing a new classification and changing compensation assigned to an existing classification shall be included on the quarterly Salary Ordinance; and

WHEREAS, According to Seattle City Charter, Article XVI, Section 3, positions may be designated as exempt from civil service by ordinance approved with a two-thirds vote of the City Council; and

WHEREAS, Resolution 30046 resolved that position reclassifications using classifications previously established by ordinance need not be included on the quarterly Salary Ordinance;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

SECTION 1. NEW TITLE AND SALARY. As recommended by the Personnel Director, the following title and rate is established, effective as of the date shown in respective reports, letters, or memoranda or understanding/agreement.

Department: Seattle Center
Title: Operations Crew Chief, Senior-Seattle Center
New Salary Rate: Range 31.5B: \$20.85 \$21.69 \$22.59 \$23.42
Report: #99-2794 effective with the passage of this ordinance

Department: Parks
Title: Seattle Conservation Corps Supervisor, Senior
New Salary Rate: Range 27.5C: \$18.59 \$19.32 \$20.07
Report: #99-3408 & 99-3409 effective with the passage of this ordinance

Department: Seattle Public Utilities
Title: Water System Supervisor
New Salary Rate: Range 38.0A: \$25.74 \$26.76 \$27.80 \$28.85 \$29.96
Report: #99-3499 effective 10/13/99

Department: Multiple Department Involved
Title: Management System Analyst, Assistant
New Salary Rate: Range 29.5A: \$18.59 \$19.32 \$20.07 \$20.85 \$21.69
Report: Attached memo dated 12/22/99

SECTION 2. DESIGNATING A POSITION AS EXEMPT FROM CIVIL SERVICE STATUS. As recommended by the Personnel Director in the Classification Determination attached hereto, a position in the Seattle Center is designated as exempt from civil service effective as noted in the Classification Determination report. The S.M.C. 4.13.010 (known as the Exemptions Ordinance 119763), Section V, is hereby amended as follows:

<u>Employing Unit</u>	<u>Title of Exempt Position</u>
V. Seattle Center	<u>Administrative Staff Assistant (pos. #009024)</u>

SECTION 3. CORRECTING THE CIVIL SERVICE EXEMPT STATUS OF A POSITION. The following is submitted to reinstate the correct civil service exempt status of a position prior to legislation on Ordinance #118780.

<u>Department</u>	<u>Position # & Title on Ordinance #118780</u>	<u>Correct Title</u>
Office for Civil Rights	#025433 Manager 2-General Government	Manager 2-Exempt

SECTION 4. The heads of respective departments affected by this ordinance are hereby authorized to use unexpended and unencumbered funds accumulating in their respective 2000 Budgets to pay the compensation authorized herein.

SECTION 5. The heads of respective departments are authorized to fill such positions subject to civil service and personnel rules and laws.

SECTION 6. Any act consistent with this authority and prior to the effective date of this ordinance is hereby ratified and confirmed.

SECTION 7. This ordinance shall take effect and be in force thirty (30) days from and after its approval by the Mayor, but if not approved and returned by the Mayor within ten (10) days after presentation, it shall take effect as provided by Municipal Code

TIME AND DATE STAMP

SPONSORSHIP

THE ATTACHED DOCUMENT IS SPONSORED FOR FILING WITH THE CITY COUNCIL BY
THE MEMBER(S) OF THE CITY COUNCIL WHOSE SIGNATURE(S) ARE SHOWN BELOW:

Jan Riego

FOR CITY COUNCIL PRESIDENT USE ONLY

COMMITTEE(S) REFERRED TO: _____

PRESIDENT'S SIGNATURE