

Ordinance No. 120354

Council Bill No. 113641

AN ORDINANCE, relating to City employment, to be known as the **First Quarter 2001 Salary Ordinance**, establishing a salary for a new title for Personnel Department; designating one position to be exempt from civil service, and amending the Seattle Municipal Code (S.M.C.) 4.13.010, Section 17, also known as the Exemptions Ordinance (120166); all by a 2/3 vote of the Council.

The City of Seattle
Council Bill/Ordinance
First Quarter 2001

CF No. _____

Date Introduced:	APR 23 2001	
Date 1st Referred:	To: (committee)	Finance, Budget & Economic Development Committee
Date Re - Referred:	APR 23 2001	
Date Re - Referred:	To: (committee)	
Date Re - Referred:	To: (committee)	
Date of Final Passage:	Full Council Vote:	
5-7-01	9-0	
Date Presented to Mayor:	Date Approved:	
5-7-01	5/14/01	
Date Returned to City Clerk:	Date Published:	T.O. <input checked="" type="checkbox"/> F.T. _____
5/15/01	2 p.m.	
Date Vetted by Mayor:	Date Veto Published:	
Date Passed Over Veto:	Veto Sustained:	

5/2/01
5-7-01 Pass

This file is complete and ready

Law Department

Law Dept. Review

The City of Seattle - Legislative Department

Council Bill/Ordinance sponsored by: _____

Jan Perry
Councilmember

First Quarter 2001

Committee Action:

5/2/01 Do pass JD RC AL RM
5-7-01 Passed 9-0

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

(initial/date)

Law Department

Law Dept. Review

OMP
Review

[Signature]
City Clerk
Review

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ORDINANCE 120354

1 AN ORDINANCE, relating to City employment, to be known as the **First Quarter 2001**
2 **Salary Ordinance**, establishing a salary for a new title for the Personnel Department;
3 designating one position to be exempt from civil service, and amending the Seattle
4 Municipal Code (S.M.C.) 4.13.010, Section 17, also known as the Exemptions
5 Ordinance (120166); all by a 2/3 vote of the Council.

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

6 **SECTION 1. NEW TITLE AND/OR SALARY.** As recommended by the
7 Personnel Director, the following titles and rates are established, effective as of the date
8 shown in respective reports, letters, or memoranda of understanding/agreement.

9 **Department:** Personnel
10 **Title:** Training and Education Coordinator, Assistant
11 **Salary Rate:** \$16.80 \$17.48 \$18.13 \$18.85 \$19.59 (Salary Range 25.0A)
12 **Report:** 01-4882
13 **Effective:** 3-13-2001

14 **SECTION 2. DESIGNATING A POSITION AS EXEMPT FROM CIVIL SERVICE**
15 **STATUS.** As recommended by the Personnel Director in the Classification
16 Determination attached hereto, a position in the Department of Neighborhoods is
17 designated as exempt from civil service effective as noted in the Classification
18 Determination report. The S.M.C. 4.13.010 (known as the Exemptions Ordinance
19 120166), Section 17, is hereby amended as follows:

<u>Employing Unit</u>	<u>Title of Exempt Position</u>
20 17. Neighborhoods	<u>Administrative Staff Assistant (PosNo. 00022313)</u>

21 **SECTION 3.** The heads of respective departments affected by this ordinance
22 are hereby authorized to use unexpended and unencumbered funds accumulating in
23





City of Seattle

Paul Schell, Mayor

Personnel Department
Norma J. McKinney, Director

MEMORANDUM

DATE: April 10, 2001

TO: Honorable Margaret Pageler, President
Seattle City Council

FROM: Norma McKinney
Personnel Director 

SUBJECT: Proposed Legislation – First Quarter 2001 Salary Ordinance

I am submitting for your approval an ordinance relating to City employment that establishes a salary for a new title in the Personnel Department based on a Classification and Compensation report, designating one position to be exempt from civil service in the Department of Neighborhoods as designated by the Classification Determination report, and amending the Exemptions Ordinance accordingly.

The costs associated with the new salary report will be reflected through the individual position actions in the annual reporting.

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

Attachment

c: Nancy Schaefer, Classification/Compensation Director, Personnel Department





COMPENSATION DETERMINATION REPORT

Date: March 12, 2001 Report No.: 01-4882

CLASSIFICATION IDENTIFICATION
Classification Title: Training and Education Coordinator, Assistant
Ordinance Title: Training and Education Coordinator, Assistant
Bargaining Unit: 030 Current Salary: N/A (Range: N/A)

RECOMMENDED ACTION
Action: New Salary Salary Change No Change
Recommended Salary: Range:
Bargaining Unit: 030 Legislation Required: Yes
Effective Date: March 13, 2001

Recommended: Susie Farrell *SUF* Classification/Compensation Analyst
Approved: John Pearson *JP* Classification/Compensation Supervisor
Nancy Schaefer *NS* Classification/Compensation Director
Norma McKinney *NM* Personnel Director



Source of Request:

This salary report is written to provide a salary for the new title of Assistant Training and Education Coordinator requested by the Personnel Department's Performance Resource Group. The new class will provide an opportunity for employees to learn skills on the job to advance to the class of Training and Education Coordinator. This class currently requires a minimum of two years experience designing and implementing adult training or education courses but there are no classes below this one in which to acquire the experience. The creation of this class will allow higher level clerical employees a career opportunity in the training and education field.

Background:

The Performance Resource Group is in need of paraprofessionals who can step up and assist with training, facilitation, program development, coordination and evaluation of work. There is also a need for positions that could take lead responsibility for designing, developing and troubleshooting operational support systems for tracking training and other functions. These positions will help PRG more effectively address their business purposes while providing opportunities for individuals to increase their contributions and develop the experience base and skills to eventually move on to professional careers in an expanding area of human resources work at the city.

Analysis:

EXTERNAL (MARKET) COMPARISON:

Because the salary for the journey level of this class is already established, the salary will be set using internal alignment/comparison to other similar class series.

INTERNAL COMPARISON:

Professional classes with a paraprofessional assistant title were reviewed and salary rates compared. The analysis is shown in the following table.

Professional Title	Assistant Salary Range	Journey Salary Range	Percent Difference Asst to Journey	Senior Salary Range	Percent Difference Journey to Senior
Personnel Specialist	25.0A	31.0A	24%	33.0A	8%
Finance Analyst	27.0A	33.0A	24%	35.5A	10%
Personnel Analyst	27.0A	33.0A	24%	35.5A	10%
Training & Educ. Coordinator	25.0A	31.0A	24%	33.0A	8%



The percentage differential between the assistant and journey levels of the professional classes shown above is 24% in all cases. If the salary for the Assistant Training and Education Coordinator were set at range 25.0A, it would match the salaries of the assistant titles shown above, with a 24% differential between the assistant and journey levels.

Recommendation:

Based on the comparison shown in the table above, I recommend the salary for the Assistant Training and Education Coordinator be set at range 25.0A as shown to maintain internal alignment with other comparable classes.



SECTION 2



CLASSIFICATION DETERMINATION REPORT

Date: November 7, 2000 Report No.: 00-4265

POSITION IDENTIFICATION

Department/Division: Neighborhoods
Classification Title: Exempt
Ordinance Title: Administrative Secretary
Position Number: 00022313
Bargaining Unit: 030 Current Salary: \$18.14 – 19.56 (Range:26.0C)

RECOMMENDED ACTION

Classification Title: Exempt
Ordinance Title: Administrative Staff Assistant
Legislation Required: Yes (to continue the position's exempt status under its new title)
Bargaining Unit: 030 Recommended Salary: \$19.18 – 22.38 (Range:29.5A)
Action: Reclassification Reallocation Title Change Only
 Resignation (exempt only) No Change
Effective Date: June 26, 2000

INCUMBENT STATUS

Incumbent:
Current Standing: Exempt
Recommended Standing: Exempt
In recommended standing, incumbent status is: Exempt
[] Regular; [] Probationary; [] Temporary (audit required)
Authority: Personnel Rule N/A
[] 2.3.100; [] 2.3.200; [] 2.3.300.
Remarks:

Recommended: Curt Funk *CF* Classification/Compensation Analyst
Approved: John Pearson *John Pearson* Classification/Compensation Supervisor
Nancy Schaefer *ns* Classification/Compensation Director
Norma McKinney *NMB* Personnel Director



Source of Request and Position Identification:

This position was reviewed as a result of a request from the Department of Neighborhoods (DON).

Scope of Review:

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

- ◆ Position Description Questionnaire (PDQ) submitted for this review;
- ◆ Review of the organizational chart affecting the subject position;
- ◆ Class specification for Administrative Staff Assistant;
- ◆ Comparison with a selection of Administrative Staff Assistant positions in other departments;
- ◆ Internal peer and supervisory discussions within the Class/Comp Unit.

Summary of Work:

This position acts as staff assistant to the department head. The position serves as liaison with the Mayor's Office, the Council, and other departments; prepares and edits correspondence for the department head's signature; and coordinates projects and other workflow among the department's management staff. 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.

Class Concepts:

The department is requesting that the position be retitled to *Administrative Staff Assistant*. The text below is from the "Class Summary" section of the class specification and is quoted here for reference. For this and all classification reviews, the entire class specification was considered, not just the summary quoted below. For a complete description of the class, refer to the class specification.

Administrative Staff Assistant

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

The position's current title, *Administrative Secretary*, is a title that is used for positions that provide the chief clerical support for a City department head. Because the title is exempt from the classified service, it does not have a class specification.

Analysis:

In their request, the department points out that the position's duties have evolved as staff assistant to the department head. The department also points out that the position should have "parity with comparable department and office directors' assistants positions."

Our review concurs on both points. The position's duties are no longer primarily clerical in nature; they have evolved into a more paraprofessional mix of coordinative functions



as described on the PDQ. On the second point, the department is also accurate in pointing out positions in other departments which, within the past five years or so, have evolved into the paraprofessional mix of duties characteristic of the Administrative Staff Assistant class. The positions listed below are a sample of Administrative Secretary positions that have been retitled to Administrative Staff Assistant:

- # 010227, Parks Department
- # 009024, Seattle Center
- # 010627, Administrative Services (position later transferred to ESD)
- # 010636, Office for Women's Rights (later Civil Rights)

Because the subject position is similar to the positions listed above, and because it meets the criteria for the Administrative Staff Assistant title, we concur that it should be retitled to Administrative Staff Assistant.

Recommendation:

Based on the above, we recommend that the position be redesignated to Administrative Staff Assistant. The effective date should be June 26, 2000, the date the incumbent signed the PDQ.

As an Administrative Secretary, the position is exempt from the classified service. The department has filed a request that the position remain exempt from the classified service because its confidential relationship to the department head will continue in the new title. All other Administrative Secretaries that have been retitled to Administrative Staff Assistant have retained their exempt status. Based on Citywide practice, we concur with this request also.



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

ATTACHMENT A

SECTION 1

PERSONNEL DIVISION
Legislation Procedures and Checklist
(updated February 2001)

THIS CHECKLIST MUST BE ATTACHED TO THE LEGISLATION. ALL LEGISLATION MUST GO THROUGH LORNA. THANKS.

FIRST QUARTER 2001 SALARY ORDINANCE

- 4/3/01 (lyl) 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: Linda Leong/Nancy Schaefer
- CBO Contact (financial nature only): N/A
- Law Contact: Marilyn Sherron
- Sponsoring Council Committee: Finance, Budget & Economic Development
- Requested Council Date: May 2, 2001

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

- ADP 2. **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.

- ✓ 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 signature (paper clipped in front of folder)
 - Legislation title typed on label (affixed to folder--if too long, use another label)

- ✓ 4/10 4. **Hand deliver** complete package to Lorna. She will log legislation.

- W 4/10 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) CBO or Law Department;; (b) Unit's files; and (c) advance copies and attachment(s) to appropriate offices.

- W 4/10 6. **Contact Lorna when ready for delivery to CBO (legislation of financial nature) or Law Department.** She will E-mail Greg Petersen (CBO) or Marilyn Sherron (Law Department) notifying them that legislation is on its way.



_____ 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?

ORNA

STATE OF WASHINGTON – KING COUNTY

--SS.

131464
City of Seattle, Clerk's Office

No. ORD. TITLES ONLY

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:120351-120354

was published on

05/21/01

J. Stedma

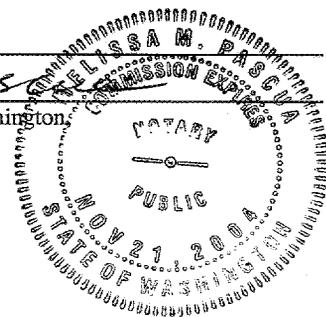
Subscribed and sworn to before me on

05/21/01

Melissa M. Pasqua

Notary public for the State of Washington,
residing in Seattle

Affidavit of Publication



State of Washington, King County

City of Seattle

TITLE-ONLY PUBLICATION

The full text of the following ordinances, passed by the City Council on May 7, 2001, and published here by title only, will be mailed upon request, or can be accessed electronically at <http://clerk.ci.seattle.wa.us>. For further information, contact the Seattle City Clerk at 684-8344.

ORDINANCE NO. 120351

AN ORDINANCE relating to the Seattle Legislative Department, authorizing acceptance of a grant from the King County Office of Cultural Resources for financial assistance to support cataloging and indexing ten thousand 19th Century records documenting the history of City government and making a reimbursable appropriation from the General Fund therefor, all by a three-fourths vote of the City Council.

ORDINANCE NO. 120352

AN ORDINANCE relating to Seattle Public Utilities and the City's Geographic Information System (GIS), adopting a new price and fee schedule for GIS-related services, and raising the dollar value of GIS-related service and licensing agreements into which the Director of Seattle Public Utilities is authorized to enter.

ORDINANCE NO. 120353

AN ORDINANCE making further revisions to the 2000 annual budget and accounts by appropriating and transferring money from various City funds and sub-funds to provide for various costs and expenses not provided for in the 2000 Budget, all by a three-fourths vote of the City Council.

ORDINANCE NO. 120354

AN ORDINANCE, relating to City employment, to be known as the First Quarter 2001 Salary Ordinance, establishing a salary for a new title for the Personnel Department, designating one position to be exempt from civil service, and amending the Seattle Municipal Code (S.M.C.) 4.13.010, Section 17, also known as the Exemptions Ordinance (120166), all by a 2/3 vote of the Council.

Publication ordered by JUDITH PIPPIN, City Clerk.

Date of official publication in Daily Journal of Commerce, Seattle, May 21, 2001. 5/21(131464CI)