

25
CB 117267

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

ORDINANCE _____

AN ORDINANCE relating to City employment commonly referred to as the Second Quarter 2011 Employment Ordinance; designating positions as exempt from Civil Service status and amending the Seattle Municipal Code (SMC) 4.13.010, Subsections 11 and 22; returning positions to Civil Service status; and ratifying and confirming prior acts; all by a 2/3 vote of the City Council.

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. Designating Four Positions as Exempt from Civil Service Status. As recommended by the Personnel Director in the Classification Determination specified, these positions are designated as exempt from Civil Service as noted below, pursuant to SMC 4.13.010(1):

- 1 position (#00025839) in the Human Services Department; Strategic Advisor 1, PC&RM designated to Manager 3, Exempt (Report #11-11752).
- 1 position (#00012940) in Seattle City Light; Manager 3, Utilities designated to Executive 2 (Report #11-11883).
- 1 position (#00023507) in the Seattle Fire Department; Strategic Advisor 3, CSPI&P designated to Executive 3 (Report #11-11817).
- 1 position (#00024240) in Seattle City Light; IT Professional B-BU designated to IT Professional A, Exempt (Report #11-11823).

Section 2. Designating Two Positions as Exempt from Civil Service Status and Amending the SMC 4.13.010. As recommended by the Personnel Director in the Classification Determination specified, these positions are designated as exempt from Civil Service as noted below:

- 1 position (#00011390) in the Human Services Department; Administrative Staff Assistant designated to Executive Assistant, Senior (Report #11-11721).
- 1 position (#10004468) in the Seattle Retirement Office; Administrative Specialist



II-BU designated to Administrative Staff Analyst (Report #11-11795).

Section 4.13.010 is hereby amended as follows:

Employment Unit	Titles of Exempt Positions
11: Human Services	<u>Executive Assistant, Senior (PosNo. 00011390)</u>
22. Retirement	<u>Administrative Staff Analyst (PosNo. 10004468)</u>

Section 3. Returning Two Positions from Exempt to Civil Service Status. As recommended by the Personnel Director in the Classification Determination specified, these positions are hereby returned to Civil Service as noted below:

- 1 position (#00025433) in the Office of Civil Rights: Manager 2, Exempt reallocated to Planning & Development Specialist, Supervising (Report #10-11534).
- 1 position (#00024525) in the Office of Economic Development: Executive 2 reallocated to Administrative Staff Assistant (Report #10-11606).

Section 4. Any act consistent with the authority of this ordinance taken after its passage and prior to its effective date is hereby ratified and confirmed.



1 Section 5. This ordinance shall take effect and be in force 30 days from and after its
2 approval by the Mayor, but if not approved and returned by the Mayor within ten days after
3 presentation, it shall take effect as provided by Seattle Municipal Code Section 1.04.020.

4 Passed by a 2/3 vote of all the members of the City Council the ____ day of
5 _____, 2011, and signed by me in open session in authentication of its
6 passage this
7 ____ day of _____, 2011.

8
9 _____
10 President _____ of the City Council

11 Approved by me this ____ day of _____, 2011.

12
13 _____
14 Michael McGinn, Mayor

15
16 Filed by me this ____ day of _____, 2011.

17
18 _____
19 City Clerk

20 (Seal)



FISCAL NOTE FOR NON-CAPITAL PROJECTS

Department:	Contact Person/Phone:	CBO Analyst/Phone:
Personnel Department	Joan Matheson / 386-9081	Greg Shiring / 386-4085

Legislation Title:

AN ORDINANCE relating to City employment commonly referred to as the Second Quarter 2011 Employment Ordinance; designating positions as exempt from Civil Service status and amending the Seattle Municipal Code (SMC) 4.13.010, Subsections 11 and 22; returning positions to Civil Service status; and ratifying and confirming prior acts; all by a 2/3 vote of the City Council.

Summary of the Legislation:

This legislation seeks to 1) establish six positions as exempt from Civil Service status; 2) amend Seattle Municipal Code 4.13.010; 3) return two positions to Civil Service status; all by a 2/3 vote of the City Council.

Background: (Include a brief description of the purpose and context of legislation and include record of previous legislation and funding history, if applicable.)

1. This ordinance seeks to establish six positions as exempt from Civil Service status, due to the nature of the work to be performed by the positions, consistent with Personnel Rule 2.2. These position changes create a minor cost increase for the affected departments, which will be funded within existing budget authority.
2. This ordinance seeks to amend Seattle Municipal Code 4.13.010, Section 74, Subsections 11 and 22, to codify the list of positions and titles that are exempt from civil service.
3. This ordinance seeks to return two positions to Civil Service status. As a result of classification reviews and determinations these positions no longer meet the exemption criteria. These position changes create a minor decrease in costs for the affected departments.

Please check one of the following:

This legislation does not have any financial implications.
(Stop here and delete the remainder of this document prior to saving and printing.)

This legislation has financial implications. (Please complete all relevant sections that follow.)

Notes: The estimated costs associated with this legislation are summarized in Fiscal Note Attachment 1 and will be funded through departments' existing budgets.

What is the financial cost of not implementing the legislation?



(Estimate the costs to the City of not implementing the legislation, including estimated costs to maintain or expand an existing facility or the cost avoidance due to replacement of an existing facility, potential conflicts with regulatory requirements, or other potential costs.)

N/A

Does this legislation affect any departments besides the originating department?

(If so, please list the affected department(s), the nature of the impact (financial, operational, etc), and indicate which staff members in the other department(s) are aware of the proposed legislation.)

This legislation will affect the Human Services Department, Seattle City Light, the Seattle Fire Department, the Seattle Retirement Office, the Office of Civil Rights, and the Office of Economic Development. Please see Fiscal Note Attachment 1.

What are the possible alternatives to the legislation that could achieve the same or similar objectives? (Include any potential alternatives to the proposed legislation, such as reducing fee-supported activities, identifying outside funding sources for fee-supported activities, etc.)

There are no other alternatives available at this time.

Is the legislation subject to public hearing requirements?

(If yes, what public hearings have been held to date, and/or what plans are in place to hold a public hearing(s) in the future?)

No

Other Issues: (Include long-term implications of the legislation.)

None

List attachments to the fiscal note below:

Attachment: PERS 2Q11 Employment FISC Attach 1



PERS 2Q11 Employment FISC Attach 1
 (Implementation of the 2Q11 Employment Ordinance)

Dept	Report	New Position Title	Potential Positions Impacted	2010	2011
Exempt Actions					
HSD	#11-11752	Manager 3, Exempt ¹	1		\$15,740
CL	#11-11883	Executive 2 ¹	1		\$12,753
FIRE	#11-11817	Executive 3 ¹	1		\$37,773
CL	#11-11823	IT Professional A, Exempt ¹	1		\$12,775
HSD	#11-11721	Executive Assistant, Senior ²	1		\$27,300
RS	#11-11795	Administrative Staff Analyst ²	1		\$22,886
OCR	#10-11534	Planning & Development Specialist, Supervising	1		(\$193)
OED	#10-11606	Administrative Staff Assistant	1	(15,332.00)	(\$60,892)
		Subtotal		(15,332.00)	\$68,142
		Total³		(15,332.00)	\$68,142

Costing Assumptions:

¹Positions in discretionary pay programs are costed from midpoint to midpoint of the old and new title and/or rate.

²Positions in step pay programs are costed from top step to top step of the old and new title and/or rate.

³The 2011 costs will be absorbed in departments' current budgets.





City of Seattle
Office of the Mayor

July 5, 2011

Honorable Richard Conlin
President
Seattle City Council
City Hall, 2nd Floor

Dear Council President Conlin:

I am pleased to transmit the attached proposed Council Bill related to City employment that establishes six positions as exempt from Civil Service status and returns two positions to Civil Service status, with a concurrent amendment to Seattle Municipal Code (SMC) 4.13.010 for two of the exempt positions.

The proposed Council Bill will establish the following positions as exempt from Civil Service: a Manager 3 position in the Human Services Department; an Executive 2 position in Seattle City Light; an Executive 3 position in the Seattle Fire Department; an Information Technology Professional A position in Seattle City Light; a Senior Executive Assistant position in the Human Services Department; and an Administrative Staff Analyst position in the Seattle Retirement Office. The six positions proposed for exempt status meet the exemption criteria of a particularly high degree of professional responsiveness and individual accountability, a confidential or fiduciary relationship with the appointing authority, or judicial positions requiring insulation as a third branch of government. Exemptions of the Senior Executive Assistant position and the Administrative Staff Analyst position require an amendment to SMC 4.13.010.

Additionally, the Council Bill will return the following positions to Civil Service status: a Planning & Development Specialist, a Supervising position in the Office of Civil Rights; and an Administrative Staff Assistant position in the Office of Economic Development. As a result of classification reviews and determinations the positions no longer meet the exemption criteria.

Thank you for your consideration of this legislation. Should you have any questions, please contact Joan Matheson at 386-9081.

Sincerely,

Michael McGinn
Mayor of Seattle

cc: Honorable Members of the Seattle City Council

Michael McGinn, Mayor
Office of the Mayor
600 Fourth Avenue, 7th Floor
PO Box 94749
Seattle, WA 98124-4749

Tel (206) 684-4000
Fax (206) 684-5360
TDD (206) 615-0476
mike.mcgin@seattle.gov



