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ORDINANCE _____

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AN ORDINANCE relating to exemptions from the Civil Service, reenacting and amending Seattle Municipal Code Section 4.13.010 to exempt various positions of employment from the Civil Service System by a two-thirds vote of the City Council.

WHEREAS, the City of Seattle has maintained an official list of positions and titles that are exempt from civil service, and has codified the list in Seattle Municipal Code Section 4.13.010; and

WHEREAS, the following ordinances established positions that are exempt from civil service but that have not yet been codified in Seattle Municipal Code Section 4.13.010: Ordinance 121660, Ordinance 122298, Ordinance 122321, Ordinance 122718, Ordinance 122863, Ordinance 123092, Ordinance 123177, Ordinance 123360, Ordinance 123361, Ordinance 123363 and Ordinance 123442; and

WHEREAS, the City will henceforth annually update its official list of Civil Service-exempt positions and titles based on personnel actions that are adopted by ordinance that become effective during the calendar year, or are implemented through the annual budget process; and

WHEREAS, the City Council now wishes to adopt an updated list of Civil Service-exempt positions and titles for 2011; NOW, THEREFORE,

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. Effective January 1, 2011, Seattle Municipal Code Section 4.13.010 is hereby reenacted and amended as follows:

4.13.010 Exemptions from the Civil Service and Public Safety Civil Service Systems.

In addition to those positions exempted by statute, City Charter, or other ordinance provision (elected officers, officers appointed pursuant to the City Charter, assistant City attorneys, heads of employing units, members of boards and commissions established by the City Charter, members of boards and commissions established by ordinance, positions excluded from the Public Safety Civil Service System pursuant to Section 4.08.060, system-wide exemptions provided for in Section 4.13.020, and library employees), the positions of City employment listed



1 in the subsections of this section requiring a particularly high degree of professional
2 responsiveness and individual accountability, or requiring a confidential or fiduciary relationship
3 with the appointing authority, or being judicial positions requiring insulation as a third branch of
4 government, are hereby declared to be exempt from the Seattle Municipal Code Chapters 4.04,
5 4.08, and the rules of City Personnel, the Civil Service Commission, and the Public Safety Civil
6 Service Commission regarding examination, selection, discipline, termination, and appeals.
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9 **Employment Unit**

Titles of Exempt Positions

10 1. All Employing Units

Administrative Secretary

Assistant to the Superintendent

All legal advisors and associate legal advisors to employing units

Apprentice

Executive 1

Executive 2

Executive 3

Executive 4

IT Professional A, Exempt

IT Professional B, Exempt

IT Professional C, Exempt

Manager 1, Exempt

Manager 2, Exempt

Manager 3, Exempt



Office/Maintenance Aide

Strategic Advisor 1, Exempt

Strategic Advisor 2, Exempt

Strategic Advisor 3, Exempt

In addition to the Titles of Exempt Positions in All Employing Units the positions listed below are exempt from civil service in the specified departments.

2. Arts and Cultural Affairs,
Office of

None

3. Auditor, Office of the City

All positions in the Office of the City Auditor except clerical positions classified in the Administrative Support class series

4. City Budget Office

Admin Staff Analyst (PosNo. 00017844)

Executive Assistant (PosNo. 00016933)

5. City Light

City Light Superintendent

Power Marketer

Electric Utility Executive 3, Officer

Electric Utility Executive 3, Director (not Officer level)

Electric Utility Executive 2

Electric Utility Executive 1

Finance Analyst, Senior (PosNo. 10004697)

6. Civil Service Commission

Administrative Staff Assistant (PosNo. 00025687)

7. Executive

~~((Administrative Staff Assistant (OED) (PosNo. 00024286)))~~

Administrative Staff Assistant (OED) (PosNo. 10002037)



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~~((Administrative Staff Assistant (OIR) (PosNo. 00015325)))~~

Administrative Staff Assistant (OOH) (PosNo. 00017417)

Administrative Staff Analyst (OSE) (PosNo. 10004696)

All directors of offices in the Executive Department

All positions in the Office of the Mayor

Community Development Specialist (OED) (PosNo. 10004691)

~~((Executive Assistant (OCR) (PosNo. 00024628)))~~

Executive Assistant (OED) (PosNo. 00025562)

~~((Paralegal (OCR)(PosNo. 00025294)))~~

8. Department of Finance
and Administrative
Services

Claims Adjuster - FAS

Investments/Debt Director

Investments/Debt Director, Assistant

9. Fire

All positions included in the Public Safety Civil Service are exempt from Chapters 4.04 and the rules of City Personnel and the Civil Service Commission regarding examination, selection, discipline, termination and appeals.

Executive Assistant, Senior ((Administrative Staff Assistant))(PosNo. 00007594)

10. Hearing Examiner,
Office of

All positions in the Office of Hearing Examiner, except clerical positions classified in the Administrative Support and Accounting Support class series

11. Human Services

None

12. Information Technology,
Department of

Executive Assistant, Senior (PosNo. 00026709)



- 1 13. Law All positions in the Law Department, except clerical
2 positions classified in the Administrative Support and
Accounting Support class series
- 3 14. Legislative All positions in the Legislative Department, except ((~~other~~))
4 clerical positions classified in the Administrative Support
5 and Accounting Support class series
- 6 15. Municipal Court All Municipal Judges, Magistrates, and Court
7 Commissioners
8 All positions in the Probation Counselor class series
9 Administrative Specialist III((H)) (PosNo. 00023563)
10 ((~~Administrative Staff Assistant (PosNo. 10002374)~~))
11 Research and Evaluation Assistant (PosNo. 00011478)
12 Bailiff
13 Bailiff, Chief
14 Executive Assistant (PosNo. 00016207)
15 Executive Assistant, Senior (PosNo. 00011524)
16 Municipal Court Marshal
17 Municipal Court Marshal, Senior
- 18 16. Neighborhoods ((~~Administrative Staff Assistant (PosNo. 00022313)~~))
19 Administrative Staff Assistant (PosNo. 10004293)
20 Executive Assistant, Senior (PosNo. 00022313)
- 21 17. Parks and Recreation Administrative Staff Assistant (PosNo. 00010227)
- 22 18. Personnel Administrative Staff Assistant (PosNo. 00025346)
- 23 19. Planning and Development, ((~~Special Projects Facilitator (PosNo. 00021848)~~))
24 Department of
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Administrative Staff Assistant (PosNo. 00014435)

20. Police

All positions included in the Public Safety Civil Service are exempt from Chapter 4.04 and the rules of City Personnel and the Civil Service Commission regarding examination, selection, discipline, termination and appeals.

Administrative Staff Assistant (PosNo. 10002374)

Executive Assistant, Senior (PosNo. 00006333)

Management Systems Analyst (PosNo. 10004666)

Police Chief, Assistant

Police Chief, Deputy

Victim Advocate (PosNo. 10004665)

21. Public Safety Civil
Service Commission

None

22. Retirement

None

23. Seattle Center

Executive Assistant, Senior ((Administrative Staff Assistant))(PosNo. 10001213)

24. Seattle Ethics and
Elections Commission

All positions in the office of the Seattle Ethics and Elections Commission

25. Seattle Public Utilities

None

26. Transportation

Executive Assistant ((Administrative Staff Assistant))(PosNo. 00007689)

~~((Executive Assistant, Senior (PosNo. 00008596)))~~

Administrative Specialist II (PosNo. 00007744)

Paralegal (PosNo. 10003513)

27. Seattle Firefighter's Pension
Board

All positions of the Seattle Firefighter's Pension Board



FISCAL NOTE FOR NON-CAPITAL PROJECTS

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

Legislation Title:

AN ORDINANCE relating to exemptions from the Civil Service, reenacting and amending Seattle Municipal Code Section 4.13.010 to exempt various positions of employment from the Civil Service System by a two-thirds vote of the City Council.

Summary of the Legislation:

This legislation amends the Seattle Municipal Code (SMC) 4.13.010, Exemptions from the Civil Service and Public Safety Civil Service Systems, effective January 1, 2011. In addition to those positions exempted by statute, City Charter, or other ordinance provision, the positions of City employment listed in this legislation require a particularly high degree of professional responsiveness and individual accountability, a confidential or fiduciary relationship with the appointing authority, or are judicial positions requiring insulation as a third branch of government. Such positions are hereby declared to be exempt from the Seattle Municipal Code Chapters 4.04, 4.08, the City Personnel Rules, and the Public Safety Civil Service Commission regarding examination, selection, discipline, termination, and appeals.

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

In order to have City Council specifically approve positions that are exempted from civil service, there had been annual updates to the codified list of positions and/or titles that are exempt. The purpose of this legislation is to amend SMC 4.13.010 in order to codify those positions that have already been established by the following ordinances as civil service exempt: Ordinance 121660, Ordinance 122298, Ordinance 122321, Ordinance 122718, Ordinance 122863, Ordinance 123092, Ordinance 123177, Ordinance 123360, Ordinance 123361, Ordinance 123363 and Ordinance 123442.

Please check one of the following:

X **This legislation does not have any financial implications.**

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1 Section 2. 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 Municipal Code Section 1.04.020.
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6 Passed by 2/3 vote of the members of the City Council the _____ day of
7 _____, 2011, and signed by me in open session in authentication of its passage
8 this _____ day of _____, 2011.
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11 _____
12 President _____ of the City Council

13 Approved by me this _____ day of _____, 2011.

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15 _____
16 Michael McGinn, Mayor

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18 Filed by me this _____ day of _____, 2011:

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20 _____
21 City Clerk

22 (Seal)
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City of Seattle
Office of the Mayor

August 2, 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, which amends Seattle Municipal Code Section 4.13.010 relating to exemptions from the civilian Civil Service. The Personnel Department, Legislative Department, and Law Department jointly recognized that SMC 4.13.010, Exemptions from the Civil Service, is not up-to-date with the codified list of positions and titles that are exempt from civil service. The purpose of this legislation is to amend SMC 4.13.010 in order to codify those positions that have already been established by various ordinances as civil service exempt.

Seattle Municipal Code 4.13.010 contains titles of exempt positions that exist in all employing units at the city, as well as positions established as exempt by department. There are also certain departments in which all positions, except those in the Administrative or Accounting Support series, are civil service exempt. These include the Legislative Department, Law Department and the Mayor's Office.

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

