

**CITY OF SEATTLE**  
**ORDINANCE \_\_\_\_\_**  
COUNCIL BILL 118214

AN ORDINANCE relating to City employment commonly referred to as the Second Quarter 2014 Employment Ordinance; establishing a Magistrate Compensation Program for Magistrates in the Seattle Municipal Court, designating positions as exempt from Civil Service status, returning positions to Civil Service status, amending Seattle Municipal Code Section 4.13.010, authorizing the Mayor to execute a Memorandum of Understanding between the City of Seattle/Seattle City Employees' Retirement System and the Professional and Technical Employees, Local 17, and ratifying and confirming prior acts; and all by a 2/3 vote of the City Council.

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

Section 1. Establishing a Compensation Program. As recommended by the Seattle Human Resources Director, there is established a discretionary pay program to be known as the Magistrate Compensation Program to be used by the Seattle Municipal Court.

A. Base Pay: The salary for the current title of Magistrate is hereby adjusted as shown, to establish one pay band, effective September 1, 2013 (Report #14-13580):

<u>Title</u>	<u>Pay Band</u>
Magistrate	\$39.61 - \$59.42

The positions within the Magistrate Compensation Program are not eligible for cost of living adjustments which may be granted to other non-represented positions and employees. Pay for any employee may not exceed the pay band maximum.



1           B. Program Administration: The Seattle Human Resources Director is authorized to  
2           develop and publish guidelines and a plan document to support the Seattle Municipal  
3           Court in administration of the Magistrate Compensation Program. The Seattle  
4           Human Resources Director shall review the pay band at least every two years and,  
5           when appropriate, recommend a structure adjustment for approval to the City  
6           Council. The appointing authority shall determine whether position incumbents shall  
7           receive a base salary increase to reflect any or all of the approved adjustment;  
8           provided that no Magistrate shall be eligible for such an adjustment if his or her  
9           performance in the most recent evaluation cycle failed to be described as  
10          "satisfactory" or better.

11  
12  
13           Section 2. Designating Ten Positions as Exempt from Civil Service Status. As  
14          recommended by the Seattle Human Resources Director in the Classification Determination  
15          specified, these positions are designated as exempt from Civil Service as noted below, pursuant  
16          to SMC 4.13.010(1):

- 17           -- 1 position (#00010435) in the Seattle Public Utilities Department; Labor Relations  
18           Coordinator designated to Strategic Advisor 1, Exempt (Report #14-13698).  
19           -- 1 position (#10002629) in the Seattle Public Utilities Department; IT Professional B  
20           designated to IT Professional A, Exempt (Report #14-13888).  
21           -- 1 position (#10004981) in the Seattle City Light Department: IT Professional B  
22           designated to IT Professional A, Exempt (Report #14-13749).  
23           -- 1 position (#00012241) in the Seattle City Light Department: IT Professional B  
24           designated to IT Professional A, Exempt (Report #14-13847).



- 1 -- 1 position (#00019575) in the Seattle City Light Department: Manager 3, Utilities  
2 designated to Executive 2 (Report #14-13919).
- 3 -- 1 position (#00005047) in the Seattle Law Department; Administrative Specialist  
4 I designated to Legal Assistant (Report #14-13752).
- 5 -- 1 position (#10004968) in the Office of Immigrant & Refugee Affairs:  
6 Administrative Staff Assistant designated to Administrative Staff Assistant, Exempt  
7 (Report #14-13831).
- 8 -- 1 position (#00016308) in the Department of Planning & Development: Manager 3,  
9 Engineering & Plans Review designated to Executive 2 (Report #14-13935).
- 10 -- 1 position (#00019036) in the Department of Planning & Development: Manager 3,  
11 Engineering & Plans Review designated to Executive 2 (Report #14-13956).
- 12 -- 1 position (#00020596) in the Seattle Municipal Court: Manager 2, Courts, Legal &  
13 Public Safety designated to Manager 2, Exempt (Report #14-13962).

14  
15 Section 3. Returning Two Positions from Exempt to Civil Service Status. As  
16 recommended by the Seattle Human Resources Director in the Classification Determination  
17 specified, these positions are hereby returned to Civil Service as noted below:

- 18 -- 1 position (#00025986) in the Seattle Municipal Court; Probation Counselor I,  
19 Exempt allocated to Community Service Representative (Report #14-13763).
- 20 -- 1 position (#10002408) in the Seattle Municipal Court; Strategic  
21 Advisor 1, Exempt, allocated to IT Professional B (Report #14-13845).
- 22

23  
24 Section 4. Amending Seattle Municipal Code Section 4.13.010. Seattle Municipal Code  
25 Section 4.13.010, last amended by Ordinance 124319, is amended as follows:

26 \* \* \*



**Employment Unit**

**Titles of Exempt Positions**

\* \* \*

26.       Transportation

Executive Assistant (PosNo. 00007689)

((Administrative Specialist II))

Administrative Specialist III (PosNo. 00007744)

Paralegal, Senior (PosNo. 10003513)

Section 5. As requested by the Seattle Human Resources Director and recommended by the Mayor, the Mayor is authorized on behalf of the City of Seattle/Seattle City Employees' Retirement System to execute a Memorandum of Understanding by and between the City of Seattle/Seattle City Employees' Retirement System and the Professional and Technical Employees, Local 17, substantially in the form attached to this ordinance as Attachment 1 and identified as "Memorandum of Understanding by and between The City of Seattle/Seattle City Employees' Retirement System and the Professional and Technical Employees, Local 17."



1 Section 6. This ordinance shall take effect and be in force 30 days after its approval by  
2 the Mayor, but if not approved and returned by the Mayor within ten days after presentation, it  
3 shall take effect as provided by Seattle Municipal Code Section 1.04.020.

4 Passed by the City Council the \_\_\_\_ day of \_\_\_\_\_, 2014, and  
5 signed by me in open session in authentication of its passage this  
6 \_\_\_\_ day of \_\_\_\_\_, 2014.

7  
8  
9 \_\_\_\_\_  
10 President \_\_\_\_\_ of the City Council

11 Approved by me this \_\_\_\_ day of \_\_\_\_\_, 2014.

12  
13 \_\_\_\_\_  
14 Edward B. Murray, Mayor

15 Filed by me this \_\_\_\_ day of \_\_\_\_\_, 2014.

16  
17 \_\_\_\_\_  
18 Monica Martinez Simmons, City Clerk

19  
20 (Seal)

21 Attachment: Memorandum of Understanding by and between the City of Seattle/Seattle City  
22 Employees' Retirement System and the Professional and Technical Employees, Local 17  
23  
24  
25  
26  
27  
28



**Memorandum of Understanding**  
**by and between**  
**The City of Seattle/Seattle City Employees' Retirement System**  
**and the**  
**Professional and Technical Employees, Local 17**

This Memorandum of Understanding is between the City of Seattle/Seattle City Employees' Retirement System Office and the Professional and Technical Employees, Local 17. On March 12, 2012, the Classification/Compensation Unit received a classification review request from the Retirement System Office for the classification series Retirement Specialist. There are currently four Retirement Specialist positions in Retirement System Office that are represented by Professional and Technical Employees, Local 17. The Classification/Compensation Unit conducted a review and determined that the work performed by the employees in these job titles had become more complex. Based on recruitment issues experienced by the Retirement System Office, the increased scope of work, internal alignment considerations and external market comparability, the Classification/Compensation Unit determined that a 10% wage increase was warranted to make the titles more competitive in the local labor market. This Memorandum of Understanding outlines the terms and conditions for employees assigned to the classification titles Retirement Specialist and Retirement Specialist, Assistant.

Effective March 12, 2012, the City agrees to adjust the wages for the two titles by 10%. The 2012 salaries for the following titles are:

<u>Classifications</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
Retirement Specialist	\$24.02	\$24.89	\$25.93	\$26.92	\$27.96
Retirement Specialist, Assistant		\$22.75	\$23.64	\$24.45	\$25.43

Effective January 2, 2013 salaries for the following titles are:

<u>Classifications</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
Retirement Specialist	\$24.81	\$25.71	\$26.79	\$27.81	\$28.88
Retirement Specialist, Assistant		\$23.50	\$24.42	\$25.26	\$26.27

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2014



Susan Coskey/Joan Matheson  
SDHR 2Q14 Employment ORD ATT 1  
Version #1  
August 19, 2014

For The City of Seattle

---

David Bracilano  
Director of Labor Relations

For the Professional and Technical  
Employees, Local 17

---

Charles Primm  
Union Representative



**FISCAL NOTE FOR NON-CAPITAL PROJECTS**

<b>Department:</b>	<b>Contact Person/Phone:</b>	<b>CBO Analyst/Phone:</b>
Seattle Department of Human Resources	Joan Matheson / 386-9081	Forrest Longman / 684-0331

**Legislation Title:**

AN ORDINANCE relating to City employment commonly referred to as the Second Quarter 2014 Employment Ordinance; establishing a Magistrate Compensation Program for Magistrates in the Seattle Municipal Court, designating positions as exempt from Civil Service status, returning positions to Civil Service status, amending Seattle Municipal Code Section 4.13.010, authorizing the Mayor to execute a Memorandum of Understanding between the City of Seattle/Seattle City Employees' Retirement System and the Professional and Technical Employees, Local 17, and ratifying and confirming prior acts; and all by a 2/3 vote of the City Council.

**Summary of the Legislation:**

This legislation seeks to 1) establish a compensation program, 2) designate ten positions as exempt from Civil Service status, 3) return two positions to Civil Service status, 4) amend Seattle Municipal Code Section 4.13.010, and 5) execute a Memorandum of Understanding between the City of Seattle/Seattle City Employees' Retirement System and the Professional and Technical Employees, Local 17; all by a 2/3 vote of the City Council.

**Background:**

1. This ordinance seeks to establish a compensation program and corresponding pay band for Magistrates in Seattle Municipal Court.
2. This ordinance seeks to establish ten positions as exempt from Civil Service status. The nature of the work to be performed by the positions is consistent with the exemption criteria set forth in Seattle Municipal Code Section 4.13.010 and Personnel Rule 2.2. These position changes create a minor cost increase for the affected departments, which will be funded within the existing budget authority.
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 department.
4. This legislation authorizes amending the Seattle Municipal Code Section 4.13.010, Exemptions from the Civil Service and Public Safety Civil Service Systems.
5. This legislation authorizes the Mayor to implement a Memorandum of Understanding



between the City of Seattle/Seattle City Employees' Retirement System and the Professional and Technical Employees, Local 17.

Please check one of the following:

**This legislation has financial implications.**

**Other Implications:**

- a) **Does the legislation have indirect financial implications, or long-term implications?**  
The estimated costs associated with this legislation are summarized in Fiscal Note Attachment 1 and will be funded through departments' existing budgets.
- b) **What is the financial cost of not implementing the legislation?**  
N/A
- c) **Does this legislation affect any departments besides the originating department?**  
This legislation will affect the Seattle Municipal Court, the Seattle Public Utilities Department, the Seattle City Light Department, the Seattle Law Department, the Office of Immigrant and Refugee Affairs, the Department of Planning and Development and the Seattle City Employees' Retirement System.
- d) **What are the possible alternatives to the legislation that could achieve the same or similar objectives?**  
There are no alternatives available at this time.
- e) **Is a public hearing required for this legislation?**  
No
- f) **Is publication of notice with *The Daily Journal of Commerce* and/or *The Seattle Times* required for this legislation?**  
No
- g) **Does this legislation affect a piece of property?**  
No
- h) **Other Issues:**

**List attachments to the fiscal note below:**

Attachment 1: Implementation of the 2Q14 Employment Ordinance



**SDHR 2Q14 Employment FISC Attach 1  
 (Implementation of the 2Q14 Employment Ordinance)**

Dept	Report	Position Title	Potential Positions Impacted	2013	2014	
<b>New Title and/or Salary Reviews</b>						
MC	#13-13580	Magistrate <sup>1</sup>	5.5	(\$12,597)	(\$38,236)	
<b>Exempt Actions</b>						
SPU	#14-13698	Strategic Advisor 1, Exempt <sup>1</sup>	1		(\$16,578)	
SPU	#14-13888	IT Professional A, Exempt <sup>2</sup>	1		\$11,784	
SCL	#14-13749	IT Professional A, Exempt <sup>2</sup>	1		\$14,403	
SCL	#14-13847	IT Professional A, Exempt <sup>2</sup>	1		\$13,093	
SCL	#14-13919	Executive 2 <sup>2</sup>	1		\$12,784	
LAW	#14-13752	Legal Assistant <sup>3</sup>	1		\$8,302	
OIRA	#14-13831	Administrative Staff Assistant, Exempt <sup>3</sup>	1		\$0	
DPD	#14-13935	Executive 2 <sup>2</sup>	1		\$12,784	
DPD	#14-13956	Executive 2 <sup>2</sup>	1		\$12,784	
MC	#14-13962	Manager 2, Exempt <sup>2</sup>	1		\$0	
MC	#14-13763	Community Service Representative <sup>4</sup>	1		(\$14,112)	
MC	#14-13845	IT Professional B <sup>2</sup>	1		\$3,714	
				<b>Subtotal</b>	(\$12,597)	\$20,722
				<b>Total <sup>5</sup></b>	<b>(\$12,597)</b>	<b>\$20,722</b>

**Costing Assumptions:**

- <sup>1</sup>Positions are costed from top step of the old rate (step progression) to the midpoint of the new rate (DPP).
- <sup>2</sup>Positions in discretionary pay programs are costed from midpoint to midpoint of the old and new title and/or rate.
- <sup>3</sup>Positions in the step program are costed from top step to top step of the old and new title and/or rate.
- <sup>4</sup>Positions are costed from the midpoint of the old rate (DPP) to the top step of the new rate (step progression).
- <sup>5</sup>The 2014 costs will be absorbed in departments' current budgets.







**City of Seattle**  
Edward B. Murray  
Mayor

September 2, 2014

Honorable Tim Burgess  
President  
Seattle City Council  
City Hall, 2<sup>nd</sup> Floor

Dear Council President Burgess:

I am pleased to transmit the attached proposed Council Bill that authorizes administrative actions related to City employment.

Specifically, this legislation will establish a compensation program and a corresponding pay band for Magistrates in the Seattle Municipal Court. Additionally, the proposed Council Bill will establish ten positions as exempt from Civil Service; the ten 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. This Council Bill will also return two positions in Seattle Municipal Court to Civil Service status; classification reviews and determinations completed on these positions showed that they no longer meet the exemption criteria. This legislation will amend Seattle Municipal Code Section 4.13.010 relating to exemptions from the civilian Civil Service.

This legislation also authorizes me to execute a Memorandum of Understanding between the City of Seattle/Seattle City Employees' Retirement System and the Professional and Technical Employees, Local 17.

Thank you for your consideration of this legislation. Should you have any questions, please contact Joan Matheson at (206) 386-9081.

Sincerely,

Edward B. Murray  
Mayor of Seattle

cc: Honorable Members of the Seattle City Council

Office of the Mayor  
Seattle City Hall, 7<sup>th</sup> Floor  
600 Fourth Avenue  
PO Box 94749  
Seattle, Washington 98124-4749

Tel (206) 684-4000  
Fax: (206) 684-5360  
Hearing Impaired use the Washington Relay Service (7-1-1)  
[www.seattle.gov/mayor](http://www.seattle.gov/mayor)

