

Ordinance No. 120142

Council Bill No. 113444

The City of Seattle
Council Bill/Ordinance

AN ORDINANCE, relating to City employment, to be known as the **Third Quarter 2000 Salary Ordinance**, establishing new titles and/or salaries in various departments; designating two positions in City Light to titles exempt from civil service; designating a position in Municipal Court as exempt from civil service and amending the Seattle Municipal Code (S.M.C.) 4.13.010, Section O, also known as the Exemptions Ordinance (119763); correcting an effective date from previous legislation (Ordinance #120069), and as recommended by the Public Safety Civil Service Commission, creating a new title for the Police Department, all by a 2/3 vote of the Council.

10-23-00 Pa

CF

Date Introduced:	<u>0CT 16 2000</u>	
Date 1st Referred:	<u>0CT 16 2000</u>	To: (committee) FULL COUNCIL
Date Re - Referred:		To: (committee)
Date Re - Referred:		To: (committee)
Date of Final Passage:	<u>10-23-00</u>	Full Council Vote: <u>8-0</u>
Date Presented to Mayor:	<u>10-24-00</u>	Date Approved: <u>10/30/00</u>
Date Returned to City Clerk:	<u>10/31/00</u>	Date Published: <u>4/8/00</u>
Date Vetted by Mayor:		T.O. <input checked="" type="checkbox"/> F.T. <input type="checkbox"/>
Date Passed Over Veto:		Date Veto Published:
		Veto Sustained:

This file is complete and ready

Law Department

Law Dept. Review

The City of Seattle - Legislative Department

Council Bill/Ordinance sponsored by: _____

Jan Pezza

Councilmember

Committee Action:

10-23-00 Passed 8-0 (Excused: Pageler)

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

Committee: _____

(initial/date)

Law Department

Law Dept. Review

OMP
Review

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City Clerk
Review

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ORDINANCE 120142

AN ORDINANCE, relating to City employment, to be known as the **Third Quarter 2000 Salary Ordinance**, establishing new titles and/or salaries in various departments; designating two positions in City Light to titles exempt from civil service; designating a position in Municipal Court as exempt from civil service and amending the Seattle Municipal Code (S.M.C.) 4.13.010, Section O, also known as the Exemptions Ordinance (119763); correcting an effective date from previous legislation (Ordinance #120069), and as recommended by the Public Safety Civil Service Commission, creating a new title for the Police Department, all by a 2/3 vote of the Council.

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

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

Department: Police
Title: Equipment and Facilities Coordinator, Senior
Salary Rate: \$22.83 \$23.73 \$24.61 \$25.56 \$26.56 (2000 rates)
Report: 00-4343
Effective: 10-15-98

Department: Seattle Public Utilities
Title: Water System Operator
Salary Rate: \$21.52 \$22.38 \$23.31 \$24.17 \$25.05 (2000 rates)
Report: Memorandum of Agreement dated 9/15/00
Effective: 1-06-99

Department: Seattle Public Utilities
Title: Water System Operator, Senior
Salary Rate: \$23.31 \$24.17 \$25.05 \$26.04 \$27.10
Report: 00-4422
Effective: 1-5-00



1 **Department:** Executive Services Department
2 **Title:** Tax Auditor Supervisor
3 **Salary Rate:** \$25.05 \$26.04 \$27.10 \$28.14 \$29.26
4 **Report:** 00-4419
5 **Effective:** 6-27-00

6 **Department:** City Light
7 **Title:** Heating, Ventilation, and Air Conditioning Technician
8 **Salary Rate:** \$21.61 \$22.48 \$23.37 (2000 rates)
9 **Report:** Memorandum of Agreement dated 9-6-00
10 **Effective:** 2-20-99

11 **SECTION 2. DESIGNATING TWO POSITIONS TO TITLES EXEMPTED**
12 **FROM CIVIL SERVICE STATUS.** As recommended by the Personnel Director in
13 Classification Determinations specified and attached hereto, two positions in City Light
14 are designated as exempt from civil service effective as noted below:

15 1 position (#00023868) of Systems Analyst designated to Information
16 Technology Professional A, Exempt (Report #00-4161).

17 1 position (#00013957) of Information Technology Professional B designated to
18 Information Technology Professional A, Exempt (Report #00-4309).

19 **SECTION 3. DESIGNATING A POSITION AS EXEMPT FROM CIVIL SERVICE**
20 **STATUS.** As recommended by the Personnel Director in the Classification
21 Determination specified and attached hereto, a position in Municipal Court is designated
22 as exempt from civil service effective as noted in Classification Determination report
23 #00-4173. The S.M.C. 4.13.010 (known as the Exemptions Ordinance 119763),



Section O, is hereby amended as follows:

<u>Employing Unit</u>	<u>Title of Exempt Position</u>
16((O)). Municipal Court	<u>Executive Assistant (PosNo. #00016207)</u>

SECTION 4. CORRECTING THE EFFECTIVE DATE OF PREVIOUSLY LEGISLATED NEW TITLES. The following is submitted to correct an effective date as shown in Section 1 of the Second Quarter 2000 Salary Ordinance, #120069, for the affected titles:

Department:	SPU
Titles:	Utility Service Inspector, Senior Utility Service Inspector, and Chief Water Quality Inspector
Reports:	#00-4034, #00-4230, #00-4241
Incorrect Effective Date:	6-6-98
Correct Effective Date:	6-1-98

SECTION 5. NEW TITLE CREATED BY THE PUBLIC SAFETY CIVIL SERVICE COMMISSION. As recommended by the Secretary and Chief Examiner of the Public Safety Civil Service Commission on the specified and attached report, the following title and pay is established effective as indicated below:

Department:	Police
Title:	Police Officer-Student
Bargaining Unit:	003: Seattle Police Officers' Guild
Salary Rate:	\$19.09 \$19.85 \$20.64 \$22.13 \$23.13 \$24.03 \$25.22 \$27.02
Report:	Public Safety Civil Service Commission report 9-21-00
Effective:	1-1-00

SECTION 6. The heads of respective departments affected by this ordinance are hereby authorized to use unexpended and unencumbered funds accumulating in



1 their respective 2000 Budgets to pay the compensation authorized herein.

2 **SECTION 7.** The heads of respective departments are authorized to fill such
3 positions subject to civil service and personnel rules and laws.

4 **SECTION 8.** Any act consistent with this authority and prior to the effective date
5 of this ordinance is hereby ratified and confirmed.

6 **SECTION 9.** This ordinance shall take effect and be in force thirty (30) days from
7 and after its approval by the Mayor, but if not approved and returned by the Mayor
8 within ten (10) days after presentation, it shall take effect as provided by Municipal Code
9 Section 1.04.020.

10 PASSED by a two-thirds (2/3's) vote of the members of the City Council the
11 23rd day of October, 2000, and signed by me in open session in
12 authentication of its passage this 23rd day of October, 2000.

13 Richard P. McIver
14 Margaret Pageler, City Council President
Richard McIver, Pro Tem

15 Approved by me this 30th day OCTOBER, 2000.

16 Paul Schell
17 Paul Schell, Mayor

18 Filed by me this 31st day of October, 2000.

19 Emmie Donfield
20 Judith Pippin, City Clerk
21 acting

22 (SEAL)





City of Seattle

Paul Schell, Mayor

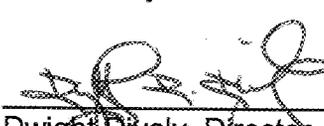
Executive Services Department

Dwight D. Dively, Director

MEMORANDUM

DATE: September 27, 2000

TO: Honorable Margaret Pageler, President
Seattle City Council

FROM: 
Dwight Dively, Director
Executive Services Department


Norma McKinney
Personnel Director

SUBJECT: Proposed Legislation – Third Quarter 2000 Salary Ordinance

Title of the Legislation: An ordinance, relating to City employment, to be known as the Third Quarter 2000 Salary Ordinance, establishing new titles and/or salaries in various departments; designating two positions in City Light to titles exempt from civil service; designating a position in Municipal Court as exempt from civil service and amending the Seattle Municipal Code (S.M.C.) 4.13.010, Section O, also known as the Exemptions Ordinance (119763); correcting an effective date from previous legislation (Ordinance #120069), and as recommended by the Public Safety Civil Service Commission, creating a new title for the Police Department, all by a 2/3 vote of the Council.

Summary of the Legislation: As recommended by the Personnel Director, submitted for approval are: two new titles, two revised titles and one new salary based on Classification & Compensation reports as well as Labor Relations negotiations; Classification Determination reports for City Light resulting in a designation to a title which is exempt from civil service; a Classification Determination report for Municipal Court resulting in a designation changing the civil service status of a position and amending the Exemptions Ordinance accordingly; and a correction to an effective date on the previous quarterly Salary Ordinance. As recommended by the Secretary and Chief Examiner of the Public Safety Civil Service Commission, submitted for approval is a new title created for the Police Department.

The costs associated with the new salary reports on this ordinance will be reflected through the individual position actions 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:NS

Attachment: Third Quarter 2000 Salary Ordinance



City of Seattle Executive Services Department
Personnel Division



MEMORANDUM

DATE: August 9, 2000

Report No. 00-4343

TO: NORMA MCKINNEY, PERSONNEL DIRECTOR

Via: NANCY SCHAEFER, CLASSIFICATION/COMPENSATION DIRECTOR
JOHN PEARSON, CLASSIFICATION/COMPENSATION SUPERVISOR

FROM: CF CURT FUNK, SENIOR PERSONNEL ANALYST

SUBJECT: SENIOR EQUIPMENT AND FACILITIES COORDINATOR
COMPENSATION RECOMMENDATION

Background

The purpose of this report is to recommend a salary for the new title of *Senior Equipment and Facilities Coordinator*. Classification Report #00-4342, the companion piece to this salary report, recommends the creation of a new title of Senior Equipment and Facilities Coordinator, to be the senior level in a class series with the existing non-represented title of Equipment and Facilities Coordinator. Please refer to Classification Report #00-4342 for details about the duties of the base class of Equipment and Facilities Coordinator and the new Senior Equipment and Facilities Coordinator title.

Senior Equipment and Facilities Coordinator is a single-position classification; the duties of the class are those described on the Position Description Questionnaire (PDQ) for the subject position of Report #00-4342 (Position #023959).

Analysis

The subject position is in charge of the Police Department's central warehouse, and has other duties that extend beyond warehousing. Our internal analysis, for classification as well as compensation purposes, compares the subject position with other classifications that have warehousing as their central (but not necessarily only) function:

Warehouse Supervisor, range 32.0A. This was the subject position's classification prior to Classification Report #00-4342. Positions in this class supervise other positions in the Warehouse class series in standard warehousing functions.



Warehouse Supervisor, General, range 33.0A. The position in this single-position class is in charge of the North Service Center at City Light, and performs specialized warehousing and inventory control duties that require knowledge of the electrical equipment that is housed in City Light's service centers.

Material Handling Supervisor, General, range 34.0A. This position is in charge of the South Service Center at City Light. It was classified by the same report as the Warehouse Supervisor, General position. This title was assigned a salary range one step higher than Warehouse Supervisor, General because of handling hazardous materials. As with Warehouse Supervisor, General, it is a single-position class, requiring specialized knowledge of electrical equipment.

Material Control Supervisor, range 33.5A. This title is the supervisory level in the Material Controller class series. Jobs in the Material Controller series perform warehousing duties and inventory control involving large, complex utility-specific equipment.

Equipment and Facilities Coordinator, range 32.0A. The class spec describes this class as providing logistical support to a Police Department precinct. This class performs mostly warehousing duties, and supervision is not a component of the class.

As stated in Classification Report #00-4243, the subject position is a new senior level in a class series, with Equipment and Facilities Coordinator as the journey level. Equipment and Facilities Coordinator is the class that is most like the subject position, but the subject position is distinguished from Equipment and Facilities Coordinator in that the subject position is a supervisor; performs a number of department-wide coordination functions; and provides logistic support at events and emergencies.

Senior Equipment and Facilities Coordinator performs more than warehousing duties, but so do the supervisory positions listed above that are paid higher than range 32.0A. Internally, it would be inequitable to have Senior Equipment and Facilities Coordinator paid at a range any higher than the highest-paid class listed above – i.e. range 34.0A.

The journey level Equipment and Facilities Coordinator is at range 32.0A, and two salary ranges (approximately 8%) is normally an appropriate differential between a senior and a journey level. Thus, assigning a range of 34.0A to Senior Equipment and Facilities Coordinator is appropriate in that its upper limit should be range 34.0A; and range 34.0A provides an appropriate differential over the journey level.

Recommendation

Based on the above, I recommend that the salary for the new title of Senior Equipment and Facilities Coordinator be established at range 34.0A. The effective date should coincide with the effective date of the creation of the new title and the



allocation of the subject position to it, in accordance with Classification Report #00-4243 – i.e., October 15, 1998.

Approved:

Nancy Schaefer
Nancy Schaefer, Classification/Compensation Director

8/16/00
Date

Norma McKinney
Norma McKinney, Personnel Director

8/21/00
Date





City of Seattle

Paul Schell, Mayor

Executive Services Department

Dwight D. Dively, Director

September 15, 2000

Diana K. Douglas
Union Representative
I.F.P.T.E., Local 17
2900 Eastlake Avenue E, Suite 300
Seattle, WA 98102

Subject: Letter of Agreement Regarding Water System Operator

Dear Ms. Douglas:

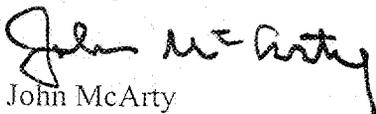
On June 14, 2000, the City of Seattle recognized the International Federation of Professional and Technical Engineers, local 17, as the exclusive collective bargaining representative for employees allocated to the classification title of Water System Operator. The title was added to the Technical Unit. Simultaneous with recognition, the Classification/Compensation Unit conducted an investigation of the class of Water Supply Dispatcher and determined that the body of work had changed significantly over time warranting a revision to the class specification including changing the title from Water Supply Dispatcher to Water System Operator. The enclosed class specification reflects the evolved body of work. As a result of the significant changes, the Union demanded to negotiate the impacts.

A series of negotiating sessions resulted in an agreement regarding the salary for Water Supply Operator as follows:

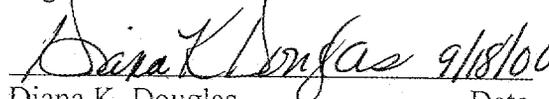
Effective January 6, 1999	\$20.85 - 21.69 - 22.59 - 23.42 - 24.27 (salary range 325)
Effective January 5, 2000	\$21.52 - 22.38 - 23.31 - 24.17 - 25.05 (salary range 325)

If you concur with this Letter of Agreement, sign in the space provided below and return an original signed copy for my file. Upon receipt of your concurrence, I will request that the Personnel Director adopt the revised class specification for Water System Operator, finalize the Classification Determination Report, and place this action on the next quarterly ordinance.

Sincerely,


John McArty
Labor Negotiator

I agree:


Diana K. Douglas
Union Representative
I.F.P.T.E., Local 17

9/18/00
Date

cc: Valerie Heide Mudra

L17-WtrSysOpr-Agreement





COMPENSATION DETERMINATION REPORT

Date: September 14, 2000 Report No.: 00-4422

CLASSIFICATION IDENTIFICATION

Classification Title: Senior Water System Operator
Ordinance Title: Water System Operator, Senior
Bargaining Unit: 030 Current Salary: \$20.71 \$24.17 (Range: 31.5A)

RECOMMENDED ACTION

Action: New Salary Salary Change No Change
Recommended Salary: \$23.31 – \$27.10 Range: 34.5A
Bargaining Unit: 030 Legislation Required: Yes
Effective Date: January 5, 2000

Recommended: Susie Farrell *Susie Farrell* Classification/Compensation Analyst
Approved: Edie Jorgensen *Edie Jorgensen* Classification/Compensation Supervisor
Nancy Schaefer *Nancy Schaefer* Classification/Compensation Director
Norma McKinney *Norma McKinney* Personnel Director



Source of Request:

The Seattle Public Utilities (SPU) Department requested classification and salary reviews for the Water Supply Dispatcher series. In the request, management stated that "the current classification is very outdated, and the people in this class are undervalued in compensation" for the work they currently perform. Since the merger in 1997, which created the Seattle Public Utilities Department, the positions in the class series have accrued additional duties and responsibilities. This senior classification completes the series review.

Background:

Class specs for the Water Supply Dispatcher and supervisor classes have been updated and the titles changed to Water System Operator and Water System Supervisor. Salaries for these classes were adjusted as a result of a market survey. The class spec for Senior Water Supply Dispatcher was also reviewed and updated, and the title was changed to Senior Water System Operator. The salary for the senior class will be revised by way of this report.

Analysis:

The salary for the journey level was negotiated with Local 17 and, as a result, was changed from range 29.5A to range 32.5A. The salary for the senior was previously set; however, negotiations created a serious compression issue and the salary must be revised based on the new rate negotiated for the journey level.

For comparison, journey and senior levels of other positions in water-related titles were reviewed. The pay for these classes and the differential between journey and senior levels is shown below (using 1999 rates and title).

Title	Journey Top Step	Senior Top Step	Differential
Water Supply Dispatcher	\$21.69	\$23.42	8%
Watershed Inspector	\$19.13	\$21.69	13%
Water Quality Inspector	\$20.47	\$22.15	8%
Water Pipe Worker	\$19.68	\$21.13	7%
Water Service Inspector	\$20.02	\$21.40	7%

As shown in the first row of the table, the differential in salaries of the Water Supply Dispatcher (journey to senior) was 8% before the salary of the journey level was increased. This is consistent with the majority of the titles in the table. If the same differential was kept, this would set the new salary of the senior class at range 34.5A, maintaining the consistency of the salaries of this class, and also with the majority of the comparable titles. The level of the supervisor class is sufficiently higher (38.0A) so no salary compression is created by this increase.

Recommendation:

I recommend that the salary for the Senior Water System Operator be set at range 34.5A to maintain the consistency of the salary levels in the Water System Operator class series. This action is effective January 5, 2000.





COMPENSATION DETERMINATION REPORT

Date: September 12, 2000

Report No.: 00-4419

CLASSIFICATION IDENTIFICATION

Classification Title: Auditor Supervisor

Ordinance Title: Auditor, Supervising

Bargaining Unit: 030 Current Salary: \$22.83 - \$26.56 (Range 34.0-2)

RECOMMENDED ACTION

Classification Title: Tax Auditor Supervisor

Ordinance Title: Tax Auditor Supervisor

Bargaining Unit: 030 Recommended Salary: \$25.05-\$29.26 Range 36.5-1

Actions: Salary Change New Salary Title Change

Legislation Required: Yes - Revised title and salary change

Effective Date: 6/27/00 to correlate w/ date of negotiated salary of journey and senior levels of this class series.

Recommended: Steven Aspiras ^{sub} Sr. Classification/Compensation Analyst

Approved: Edie Jorgensen ^{EJ} Classification/Compensation Supervisor

Nancy Schaefer ^{ns} Classification/Compensation Director

Norma McKinney ^{NM} Personnel Director



Source of Request:

This review is the result of a request from the Director of Revenue and Consumer Affairs (RCA) - Executive Services Department. The Auditor Supervisor is located in the RCA work unit that audits taxpayer's books and records to ascertain that the correct amount of tax has been reported and paid to the City of Seattle. These taxes include business license fees, regulatory fees, business taxes, utility taxes, admission taxes, and gambling taxes. The unit tracks audit recovery dollars and number of audits completed. The main purpose of the unit is to insure that the tax code is fairly and uniformly administered, and that all businesses are complying with the tax code.

Background:

In 1998 the Executive Services Department, Revenue and Consumer Affairs (RCA) Division requested a compensation review for the former Auditor class. The former class specification and title of Auditor were revised and changed to Tax Auditor (reference 98-2450). A regional salary survey was conducted that resulted in four matches: City of Portland, City of Tacoma, King County and State of Washington. The outcome of the survey indicated Seattle was 4.96% below the market average. However, due to the absence of recruitment and retention problems and to maintain the salary relationship to certain other classes, Salary Report 98-2451 recommended that the salary remain 31.0B.

Management subsequently requested the establishment of a new series of Tax Auditor I, II and III. During this time the subject positions also became members of Teamsters, Local 763. After making their request, management submitted PDQs describing how the work would be distributed in their requested three level series of Tax Auditor I (entry) Tax Auditor II (journey) and Tax Auditor III (senior). The series was developed using the existing journey level Tax Auditor class specification. A Senior Tax Auditor level (requested Tax Auditor III) was established. No entry level class was created.

This report addresses the (existing) Auditor Supervisor class. The Auditor Supervisor (AS) supervises approximately 8-9 positions. The AS evaluates the auditors; selects and assigns and approves audits; maintains audit statistics; provides guidance and training on audit procedures and techniques; conducts tax research; prepares/reviews written instructions to taxpayers; maintains audit manual; and assists in writing tax ordinances, amendments, and revenue rules. The AS will lead recruiting processes for Tax Auditor positions.

Analysis:

The salaries for the journey and senior levels were negotiated with Local 763 and, as a result, a compression issue was created for the supervisor level. To maintain the alignment between the classes, the salary for the supervisor should be increased to a level that provides an appropriate differential between classes.

Based on the salary recommendations negotiated for the base level Tax Auditor (range 32.5-1), and Senior Tax Auditor (range 34.5-1), I recommend that the salary for the current title of Audit Supervisor be changed to range 36.5-1. This results in about an 8% differential, which is appropriate based on comparison with other professional level class series as shown below.



Title	Journey	Senior	Supervisor	Differential (Senior to Supervisor)
Tax Auditor	32.5A	34.5A	36.5A	8%
Personnel Spec.	31.0A	33.0A	35.5A	10%
Personnel Analyst	33.0A	35.5A	37.5A	8%
Finance Analyst	33.0A	35.5A	37.5A	8%

The specification for this class was updated and, by way of this report, the title is being changed to Tax Auditor Supervisor to provide consistency in the titles of the class series.

Recommendation:

Based on the above information, I recommend that the ordinance title of Supervising Auditor be changed to Tax Auditor Supervisor with a salary set at \$25.05 - \$29.26 (range 36.5-1). This action should be effective 6/27/2000 to correlate with the negotiated salaries of subordinate staff and avoid compression problems.





City of Seattle

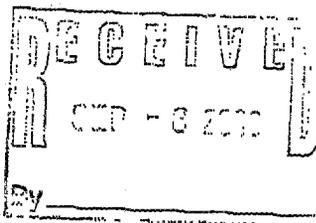
Paul Schell, Mayor

Seattle City Light
Gary Zarker, Superintendent

September 6, 2000

CERTIFIED MAIL

Roberta Burnett
Business Representative
International Union of Operating Engineers,
Local 286
18 "E" Street S.W.
Auburn, WA 98001



Subject: Step 3 Grievance of Randy Chance, Robert Griffiths, Thomas Lundgren, and
The Ngo/Work Out of Class-Reclass (#99-10)

Dear Ms. Burnett:

This letter, the enclosed Classification Determination Report No. 99-3024, and class specification for Heating, Ventilation, and Air Conditioning Technician shall serve as the City's response to the above-referenced grievance. The report recommends that the grievants' positions be reclassified from Building Operating Engineer to Heating, Ventilation, and Air Conditioning Technician. The effective date of this action is February 20, 1999.

The City will recognize Local 286 as the exclusive representative for the title of Heating, Ventilation, and Air Conditioning Technician at the 1999 salary of \$20.94 - 21.78 - 22.65, and effective January 5, 2000 at the salary of \$21.61 - 22.48 - 23.37. (Per your request, see enclosed approximate, implementation costing sheet.)

If this report and its ultimate adoption through legislation will resolve this grievance, sign this letter in the space provided below and return a signed copy for my file and to John McArty. Upon receipt of your concurrence, I will request that the Personnel Director finalize the report and that this action be placed on the next quarterly ordinance.

Sincerely,

Bill Kolden, Director
Human Resources Division

I agree:

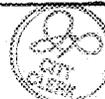
Roberta Burnett
Business Representative
I.U.O.E., Local 286

Date

9/13/00

cc: Tina Canul

99-10RSP2





City of Seattle

Paul Schell, Mayor

Public Safety Civil Service Commission

Public Safety Civil Service Commissioners:

James A. Fossos

Barbara Laners

Noreen Skagen

Secretary and Chief Examiner

Ruby Dell Harris

MEMORANDUM

DATE: September 21, 2000

TO: Norma McKinney, Personnel Director
Executive Services Department

FROM: Rachael Schade, Special Exams Analyst 
Public Safety Civil Service Commission

SUBJECT: Creation of New Classification Title: Police - Student Officer

The Public Safety Civil Service Department is proposing a new classification title of "Police - Student Officer."

Upon graduation from the Basic Law Enforcement Academy, recruits are sworn in as Seattle Police Officers. Upon being commissioned as Seattle Police Officers, they enter a 14-week Field Training Officer (FTO) Program as student officers. The Field Training Program is designed to give inexperienced recruits on-the-job work experience. Experienced officers are assigned as Field Training Officers to oversee the on-the-street training of these newly sworn officers.

Until now, no classification distinction has been made between the fully trained officer who has successfully completed the FTO program, and the newly sworn officer who has not yet completed this phase of training. This distinction is an important one. Recruits who successfully graduate the academy are sworn in as police officers with full law enforcement authority. However, since they have not yet completed the 14 weeks of formal on-the-street training, they are not allowed to work unsupervised until this training has been completed and their skills for working independently have been evaluated.

For the purpose of more clearly distinguishing the fully-trained officer from the newly sworn officer who has not yet completed the FTO Program, we are proposing use of the classification title of "Police - Student Officer." This will give the Seattle Police Department the ability to generate accurate reports to the Mayor, the City Council, and the citizens of Seattle, about the number of fully trained police officers available to the City at any given time.



Norma McKinney
September 21, 2000
Page Two

Since the duties and responsibilities of the Police Student Officer would be identical to those of Police Officer, we recommend that the salary for the two positions be the same. As such, I recommend a new classification title of Police - Student Officer, effective January 1, 2000, with use of the newly-negotiated salary range for Police Officer:

Step 1: \$19.09	Step 5: \$23.13
Step 2: \$19.85	Step 6: \$24.03
Step 3: \$20.64	Step 7: \$25.22
Step 4: \$22.13	Step 8: \$27.02

It is recommended that all eight steps for Police Officer be included for use with the new classification title. Special circumstances arise on occasion that would warrant the use of higher steps in the pay range for Police - Student Officer. One such example would be a sworn officer in the FTO program who is injured before completing the 14 weeks of on-the-street training. While regular incremental step increases would occur while this officer serves on light duty, he or she would need to complete the FTO program upon restoration to full duty.

Thank you for your assistance in this matter. If you have any questions, please feel free to call me at (206) 684-0235.

APPROVED: Ruby Dell Harris
Ruby Dell Harris, Secretary and Chief Examiner
Public Safety Civil Service Commission

DATE: September 22, 2000



Classification Determination

Date: 9-21-2000

POSITION IDENTIFICATION

Department: Police

Requested
Classification Title: Police - Student Officer

Position Numbers: 026656 through 026687 (New positions)
026834 through 026845 (New positions)

RECOMMENDED ACTION

Classification Title: Police - Student Officer

Ordinance Title: Police - Student Officer

INCUMBENT STATUS

Incumbent: N/A (new positions)

Current Standing: N/A (new positions)

Recommended Standing: N/A (new positions)

In recommended standing, incumbent status is:

() Regular () Probationary

RECOMMENDATION

Upon graduation from either the Basic Law Enforcement Training Academy in Burien or the Seattle/King County Regional Academy, Police Recruits are sworn in and commissioned as Seattle Police Officers. Upon being commissioned as Seattle Police Officers, they enter a 14-week Field Training Officer Program as a Student Officer. The Field Training Program is designed to give new officers their initial opportunity to gain practical on-the-job work experience in an environment where fully trained field training officers can evaluate their new skills under close supervision. The field training officers oversee their field, or on-the-street, training. Although Student Officers are sworn in as Police Officers at the end of their academy training, these officers have not yet completed the supervised, on-the-job, training required to ensure success as sworn officers capable of working independently in performance of patrol duties. This newly created title of Police - Student Officer is needed to differentiate newly commissioned officers from fully trained Police Officers who work on their own in the field. Approval of the request for the newly titled classification of Police - Student Officer is therefore recommended.

Recommended by: Rachael J. Schade
Rachael J. Schade, Special Exams Analyst

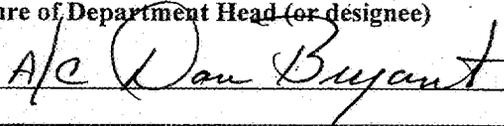
Date: 9/21/2000

Approved by: Ruby Dell Harris
Ruby Dell Harris, Secretary and Chief Examiner

Date: Sept. 22, 2000

**City of Seattle
Personnel**

**POSITION DESCRIPTION QUESTIONNAIRE
FOR BUDGET REQUEST ONLY – CBO FORM P5**

Department: Police		Request Number:	
1. Request Type a) <input checked="" type="checkbox"/> New Position Request b) <input type="checkbox"/> Reclassification Request c) <input type="checkbox"/> Change in FTE Only d) <input type="checkbox"/> Existing Position Cut from Base Budget		Existing Title Requested Title Student Officer	
2. Incumbent's Name (If applicable) N/A-New Positions		6. Fund Source <input checked="" type="checkbox"/> General Fund <input type="checkbox"/> Grant Funded (Specify) _____ <input type="checkbox"/> Other (Specify) _____	7. Position Type <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary
3. Position Statistics Number of Positions: 44 Number of FTEs: 44.00 FTE Position Number(s): 026656 thru 026687 026834 thru 026845			
4. Work Location West Precinct, South Precinct, North Precinct, and East Precinct		8. Name/Title of Immediate Supervisor Immediate Supervisors Vary but All Are Fully Trained Police Officers Phone: Varies	
5. Division (SFMS Code and Name) Operations Administration Section (P4400) Operations Bureau (P40)		9. Name/Title of Next Higher Supervisor Lt. Robin Clark 684-5774	
I certify that the entries on the attached pages are accurate and complete.			
Signature of Department Head (or designee) 		Date 12/30/99	



10. General Summary: Briefly summarize the work this employee will perform.

Upon graduation from either the Basic Law Enforcement Training Academy in Burien or the Seattle Regional Academy, Police Recruits are sworn in and commissioned as Seattle Police Officers. Upon being commissioned as Seattle Police Officers, they enter the 14-week Field Training Officer Program as a Student Officer. The Field Training Program is designed to give all new officers the initial opportunity to gain practical on-the-job work experience in an environment where fully trained field training officers can evaluate their new skills under close supervision. The field training officers oversee this field, or on-the-street, training. Each Student Officer rotates between four experienced field training officers who serve as trainers, mentors, and first-line daily supervisors and who evaluate each new officer's progress to ensure that the officer meets or exceeds stringent law enforcement standards. While in the Field Training Program, Student Officers are paid at the first step of the sworn Police Officer classification.

This newly created title of Student Officer is needed to differentiate newly commissioned officers from fully trained Police Officers who work on their own in the field.

11. Description of Work: Please describe the work to be performed. List the duties and tasks in order of their importance and include in the left column your best estimate of percentage of work time spent on each duty. Use additional sheets if necessary.

<p>% of Time 100%</p>	<p>A. As a newly commissioned officer, work under the close supervision of experienced field training officers in the precincts for a minimum of 14 weeks to gain practical on-the-job work experience in the field. Over the course of the 14 weeks, rotate between field training officers who serve as trainers, mentors, and first-line daily supervisors and who evaluate each new officer's progress to ensure that the Student Officer meets or exceeds stringent law enforcement standards. Upon satisfactorily completing the field training program, Student Officers are assigned to one of the four police precincts and assume the full duties of a SPD Police Officer.</p>
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CLASSIFICATION DETERMINATION REPORT

Date: July 14, 2000 Report No.: 00-4161

POSITION IDENTIFICATION

Department: SEATTLE CITY LIGHT
Classification Title: SYSTEMS ANALYST
Ordinance Title: Sysys Anlyst
Position Number: 00023868 Current Salary: \$22.11 --- \$25.83
Bargaining Unit: 034 Range: N/A
Remarks:

RECOMMENDED ACTION

Classification Title: INFORMATION TECHNOLOGY PROFESSIONAL, A--EXEMPT
Ordinance Title: INFO TECHNOL PROF A
Bargaining Unit: 155 Recommended Salary: \$30.58 -- \$41.30
Legislation Required: Yes Range: N/A
Action: Redesignation
Effective Date: April 14, 2000, Date of the IT Position Description Questionnaire
Remarks:

INCUMBENT STATUS

Incumbent: JANICE MC LALLEN
Current Standing: SYSTEMS ANALYST
Recommended Standing: NONE --- CIVIL SERVICE EXEMPT
In recommended standing, incumbent status is:
 Regular Probationary Temporary (Audit required)
Authority:
Personnel Rule 2.3.100 2.3.200 2.3.300
Remarks:

Recommended: SharonLee Nicholson *sln* Classification/Compensation Analyst(s)
Approved: John Pearson *JP* Classification/Compensation Supervisor
Nancy Schaefer *ns* Classification/Compensation Director
Norma McKinney *NM* Personnel Director



SOURCE OF REQUEST AND POSITION IDENTIFICATION

This report is a result of a request by the department to reclassify the subject position, which is located in the Automated Systems Support Unit of the Power Management Branch. This unit is responsible for maintaining the Energy Management Systems and all related subsystems (e.g., the SCADA and Remote Control Operation System) that manage the generation and transmission of power and that support the Power Marketing as well as other functions across the department and City.

BACKGROUND

The subject position serves as the System Administrator for the EMS system, which consists of eighteen servers and a suite of software systems that monitor and provide automated control of the utility's power system, substations, generation facilities, energy accounting, interchange scheduling load flow and communications. The EMS operates switches and notifies the dispatchers whether the switches are open or closed. In addition to this position, the Automated Systems Support Unit includes three additional *Information Technology Professional A* positions. Each position is responsible for a major discrete element of the EMS system. For example, one position is responsible for managing two major EMS subsystems: (a) all SCADA components (device drivers, communication protocols, programs, databases, operation system, firmware, communication and other hardware; and (b) all Remote Control Operating System (RCOS) systems, associated databases and database programs.

SUMMARY OF JOB RESPONSIBILITIES:

Position No. 00023868 is System, Server and Workstation Administrator for the EMS operating systems and hardware platform. The position is responsible for administering, managing, monitoring, modifying, enhancing, identifying and resolving problems with the EMS system. The position is also responsible for archiving and restoring multiple EMS databases and for providing after-hours on-call support for EMS and associated systems and subsystems.

SCOPE OF REVIEW

A team of three classification analysts reviewed the ITPDQ submitted for this review. A second review was undertaken to review additional information acquired in job audits, management interviews and written responses to detailed questions about the work of the position.

Point Factor Dimensions:

Primary Technical	Secondary Technical	Project Management	Communications	Matrix
500	50	60	60	60

RECOMMENDATION

We recommend redesignation of Position No. 00023868 to *IT Professional A, Exempt* effective April 14, 2000, the date the ITPDQ was signed.





CLASSIFICATION DETERMINATION REPORT

Date: August 9, 2000 Report No.: 00-4309

POSITION IDENTIFICATION

Department: SEATTLE CITY LIGHT
Classification Title: INFORMATION TECHNOLOGY PROFESSIONAL B
Ordinance Title: Info Technol Prof B
Position Number: 00013957 Current Salary: \$26.51 -- \$35.78
Bargaining Unit: 155 Range: N/A
Remarks:

RECOMMENDED ACTION

Classification Title: N/A -- EXEMPT
Ordinance Title: INFO TECHNOL PROF A, EXEMPT
Bargaining Unit: 155 Recommended Salary: \$30.58 -- \$41.30
Legislation Required: No Range: N/A
Action:
Effective Date: August 2, 2000 Date of the IT Position Description Questionnaire
Remarks:

INCUMBENT STATUS

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

Recommended: SharonLee Nicholson Classification/Compensation Analyst(s)

Approved: John Pearson Classification/Compensation Supervisor

Nancy Schaefer Classification/Compensation Director

Norma McKinney Personnel Director



SOURCE OF REQUEST AND POSITION IDENTIFICATION

This report is a result of a request by the department to reclassify the subject position, which is located in the Information Technology Division of the utility. The position is a part of the Server Administration team and shares responsibility for the Unix and NetWare environment.

SUMMARY OF JOB RESPONSIBILITIES:

Position No. 00013957 is primarily responsible for Unix system administration and serves as the chief architect and principal administrator for the utility's Unix environment. These duties involve planning, designing and operating all aspects of the Unix complex—evaluating, testing, procurement, installing, operating, troubleshooting and managing the large, complex Unix environment. A secondary responsibility involves serving on a team of NetWare administrators who deliver standardized server and desktop environment to about 1,800 NetWare/PC users. Finally, the position is responsible for leading a group of three IT Professionals in performing duties in the two technical areas.

SCOPE OF REVIEW

A team of three classification analysts reviewed the ITPDQ submitted for this review. Also, the position and the recommendation of the three analysts were reviewed for consistency by an IT Manager in another operating department. Based on those reviews and the point factor score of 670 points, the position is recommended for placement in the "A" Band. The points for each element are listed below.

Point Factor Dimensions:

Primary Technical	Secondary Technical	Project Management	Communications	Matrix
500	50	60	30	30

RECOMMENDATION

We recommend allocation of Position No. 00013957 to *IT Professional A, Exempt* effective August 2, 2000, the date the ITPDQ was signed.





CLASSIFICATION DETERMINATION REPORT

Date: **August 10, 2000** Report No.: **00-4173**

POSITION IDENTIFICATION

Department/Division: MUNICIPAL COURT/COURT ADMINISTRATION
 Classification Title: EXEMPT
 Ordinance Title: ADMINISTRATIVE SECRETARY
 Position Number: 00016207
 Bargaining Unit: 030 Current Salary: \$18.14 – 19.56 (Range: 26.0C)

RECOMMENDED ACTION

Classification Title: Exempt
 Ordinance Title: EXECUTIVE ASSISTANT
 Legislation Required: No
 Bargaining Unit: 030 Recommended Salary: \$26.04 – 30.36 (Range: 37.5A)
 Action: **Redesignated**
 Effective Date: 8/10/2000

INCUMBENT STATUS

Incumbent: VACANT
 Current Standing:
 Recommended Standing:
 In recommended standing, incumbent status is:
 Regular Probationary Temporary (AUDIT REQUIRED)
 Authority: Personnel Rule
 2.3.100 2.3.200 2.3.300

Recommended: Gail Thompson *GT* Classification/Compensation Analyst(s)
 Approved: Edie Jorgensen *EJ* Classification/Compensation Supervisor
Nancy Schaefer *NS* Classification/Compensation Director
Norma McKinney *NM* Personnel Director



ANALYSIS

This vacant position is currently classified as an Administrative Secretary. It is being reviewed at the request of departmental management for inclusion into the Administrative Staff Assistant class series, more specifically to the title of Executive Assistant.

The underlying concept of the Administrative Staff Assistant class series is a non-inclusive mixture of activities, with no aspect of the work assignment predominating in either importance or distribution of work time. This class series consists of four levels that are distinguished by the size and diversity of the program and upon their respective degrees of work difficulty and responsibility required.

Positions allocated to the title of Executive Assistant typically provide administrative assistance to departmental management in areas such as budget, finance, personnel, contract work, research and coordination of departmental projects and programs.

CONCLUSION AND RECOMMENDATION

This review reveals that the subject position meets the class concept for Executive Assistant. It is responsible for serving as the administrative assistant to the Court Administrator; performing tasks such as coordinating and disseminating sensitive, confidential and political information within Municipal Court, Intergovernmental Affairs, and the media; researching and presenting recommendations on administrative and operational problems, issues, policies, procedures; and assisting in the annual budget process.

Based on this review and analysis, I recommend the subject position be redesignated to the title of Executive Assistant. This action is effective August 10, 2000.

This position is currently exempt. Because of the confidential nature of the work and the position's relationship with the Court Administrator, judges and executives, I recommend the position remain exempt from Civil Service.





COMPENSATION DETERMINATION REPORT

Date: July 6, 2000 Report No.: 00-4034

CLASSIFICATION IDENTIFICATION

Classification Title: Utility Service Inspector
Ordinance Title: Utility Service Inspector
Bargaining Unit: 008 Current Salary: New Title

RECOMMENDED ACTION

Action: Salary Change New Salary
Recommended Salary: \$19.94 - \$23.13 Range: 30.5 -1
Bargaining Unit: 008 Legislation Required: Yes (New Title)
Effective Date: June 1, 1998 as stipulated on Memorandum Agreement
between Local 32 and the City.

Recommended: Steven Aspiras *SA* Sr. Classification/Compensation Analyst
Approved: Edie Jorgensen *EJ* Classification/Compensation Supervisor
Nancy Schaefer *NS* Classification/Compensation Director
Norma McKinney *NM* Personnel Director





COMPENSATION DETERMINATION REPORT

Date: July 6, 2000

Report No.: 00-4230

CLASSIFICATION IDENTIFICATION

Classification Title: Utility Service Inspector, Senior

Ordinance Title: Utility Service Inspector, Senior

Bargaining Unit: 008

Current Salary: New Title

RECOMMENDED ACTION

Action: Salary Change New Salary

Recommended Salary: \$21.52-\$25.05 Range: 32.5 -1

Bargaining Unit: 008 Legislation Required: Yes (New Title)

Effective Date: June 1, 1998 as stipulated on Memorandum of Agreement between Local 32 and the City.

Recommended: Steven Aspiras *SA* Sr. Classification/Compensation Analyst

Approved: Edie Jorgensen *EJ* Classification/Compensation Supervisor

Nancy Schaefer *NS* Classification/Compensation Director

Norma McKinney *NM* Personnel Director



Source of Request:

These positions were reviewed as a result of a request from the Director of the Utility Services Division of Seattle Public Utilities (SPU) and a subsequent memorandum of agreement with Local 32. The request is based on changes in complexity and composition of duties as a result of the City's reorganization creating the new Seattle Public Utilities Department.

Background:

As part of the City's reorganization and compilation of the water, drainage, and wastewater utilities and select elements of City Light, the Inspection Services Team was created and the Water Service Inspectors merged with Water Quality Inspectors. For the first year, intensive training allowed the subject positions to learn, understand and apply work practices and responsibilities that span the full spectrum of this combined work. Additionally, the water service staff were required to be state certified in order to perform certain aspects of inspection services work; understand a range of responsibilities associated with multiple utilities; and operate in a changed and combined inspection work environment.

In 1997, the Inspection Services Unit began a process of cross-training employees and completed the training in June of 1998. On July 21, 1998, at a labor management meeting, the City and Union agreed to a nine-month pilot project on the cross-assignment of duties for the subject positions in the Inspection Services Unit of SPU. The intent of the pilot project was to allow the employees to put their training to use, as well as to provide a period of time for the City and the Union to negotiate the potential impacts in the event that the City decided to regularly combine the duties of the above titles. Updated PDQs were submitted and revisions to the class specification were made to better reflect the work being conducted.

External (Market) Comparison:

Prior salary work informed us that the work of Water Service and Water Quality is typically performed in separate functional units. For purposes of gathering survey data, we used a custom list of jurisdictions, as well as referrals from the American Water Works Association. After receiving responses back from several jurisdictions and completing the survey data charts, the expected conclusion of finding no appropriate matches for this specific combination of duties was verified.

Recommendation:

Based on information gathered in the review of the base level Utility Service Inspector, the recommended salary for Senior Utility Service Inspector is \$21.52 - \$25.05 (range 32.5-1). This recommendation implements a Letter of Agreement with Local 32, in which the union agreed to the recommended salary of \$21.52 - \$25.05 (range 32.5-1). By recommending a salary range of 32.5-1 we also add two additional steps at the bottom changing the former salaries from three steps to five for consistency in the series. This equates to an 8% differential from the base level, preventing a salary compression problem. Local 32 also concurred with the job classification specifications, allocations, and a retroactive date consistent with a Memorandum of Agreement signed September 1, 1999.





COMPENSATION DETERMINATION REPORT

Date: July 5, 2000

Report No.: 00-4241

CLASSIFICATION IDENTIFICATION

Classification Title: Water Quality Inspector, Chief

Ordinance Title: Water Quality Inspector, Chief

Bargaining Unit: 030 Current Salary: \$21.94 - \$25.56 (Range 33.0-1)

RECOMMENDED ACTION

Action: Salary Change New Salary

Recommended Salary: \$23.31 - \$27.10 Range: 34.5-1

Bargaining Unit: 030 Legislation Required: Yes

Effective Date: June 1, 1998 to correlate w/ date subordinates received negotiated salary.

Recommended: Steven Aspiras *SA* Sr. Classification/Compensation Analyst

Approved: Edie Jorgensen *EJ* Classification/Compensation Supervisor

Nancy Schaefer *NS* Classification/Compensation Director

Norma McKinney *NM* Personnel Director



Source of Request:

This position was reviewed as a result of a request from the Director of the Utility Services Division of Seattle Public Utilities (SPU) in correlation to the classification/compensation review conducted establishing the Utility Service Inspector class series.

Background:

As part of the City's reorganization and combination of the water, drainage, and wastewater utilities and select elements of City Light, the Inspection Services Team was created and the Water Service Inspectors merged with Water Quality Inspectors. For the first year, intensive training allowed the subject positions to learn, understand and apply work practices and responsibilities that span the full spectrum of this combined work. Additionally, the water service staff were required to be state certified in order to perform certain aspects of inspection services work; understand a range of responsibilities associated with multiple utilities; and operate in a changed and combined inspection work environment.

In 1997, the Inspection Services Unit began a process of cross-training employees and completed the training in June of 1998. On July 21, 1998, at a labor management meeting, the City and Union agreed to a nine-month pilot project on the cross-assignment of duties for the subject position in the Inspection Services Unit of SPU. The intent of the pilot project was to allow the employees to put their training to use, as well as to provide a period of time for the City and the Union to negotiate the potential impacts in the event that the City decided to regularly combine the duties of the above titles. Those negotiations have been completed.

Analysis:

Based on the salary recommendations negotiated (range 30.5-1) for the base level Utility Service Inspector, and Senior Utility Service Inspector (range 32.5-1), I recommend that the salary for the current title of Chief Water Quality Inspector (class spec to be revised) be changed to range 34.5-1. This prevents a salary compression problem and results in about an 8% differential above the senior level. This recommendation is an increase of 6% from the current 33.0 -1 salary range.

A review of the proposed salary structure shows the following:

Water Quality Inspector, Chief	\$23.31 - \$27.10 (range 34.5-1)
Utility Service Inspector, Senior	\$21.52 - \$25.50 (range 32.5-1)
Utility Service Inspector	\$19.94 - \$23.31 (range 30.5-1)

Recommendation: Based on the above information, I recommend that the salary for Water Quality Inspector, Chief be changed to \$23.31 - \$27.10 (range 34.5-1).



STATE OF WASHINGTON - KING COUNTY

124369

City of Seattle, Clerk's Office

-ss.

No. ORD.TITLES

Affidavit of Publication

City of Seattle

TITLE-ONLY PUBLICATION

The full text of the following ordinances, passed by the City Council on October 23, 2000, 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. 120142

AN ORDINANCE relating to City employment, to be known as the Third Quarter 2000 Salary Ordinance, establishing new titles and/or salaries in various departments, designating two positions in City Light to titles exempt from civil service, designating a position in Municipal Court as exempt from civil service and amending the Seattle Municipal Code (S.M.C.) 4.13.010, Section O, also known as the Exemptions Ordinance (119763), correcting an effective date from previous legislation (Ordinance #120069), and as recommended by the Public Safety Civil Service Commission, creating a new title for the Police Department, all by a 2/3 vote of the Council.

ORDINANCE NO. 120143

AN ORDINANCE appropriating money to pay certain audited claims and ordering the payment thereof.

Publication ordered by JUDITH PIPPIN, City Clerk.

Date of official publication in Daily Journal of Commerce, Seattle, November 8, 2000. 11/8(124369C1)

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

CTOT:120142-120143

was published on 11/08/00

The amount of the fee charged for the foregoing publication is the sum of \$, which amount has been paid in full.

Signature of Notary Public and date 11/08/00. Subscribed and sworn to before me on 11/08/00. Signature of Notary Public. Notary Public for the State of Washington, residing in Seattle.